



## **Open Door Policy**

Sprouts is committed to encouraging open communication, feedback, and discussion about any matter of importance. The open door policy exists to develop team member trust and to make certain that important information and feedback reaches management who can utilize the information in the workplace where appropriate. This, for example, exists to ensure a review to any team member who believes that administration of a policy, procedure, or condition of employment has resulted in unfair treatment.

In most cases, your supervisor or manager can answer questions quickly, forward ideas, suggestions or feedback, and help resolve your concerns. Sprouts also recognizes you may choose to consult someone other than your immediate supervisor or manager. To raise a question with someone other than your supervisor or manager, contact your manager's manager or Vice President of the department (or region) in which you work. The Human Resources department can also provide assistance at any point in the process.

Team members who are unable to resolve their concerns also can write Sprouts (attn: Chief Human Resources Officer), 5455 East High Street, Suite 111, Phoenix, AZ 85054, or contact the Ethics Hotline (1-855-748-5773) or at [www.sprouts.ethicspoint.com](http://www.sprouts.ethicspoint.com). Sprouts is eager to resolve issues to the satisfaction of team members, and encourages you to use this open door policy.