



Pay Deductions and Garnishments Policy

Sprouts is required by law to make certain payroll deductions from compensation, including for federal, state and local income taxes, Medicare, social security (“OASDI”), and for medical payroll taxes under the Federal Insurance Contribution Act (“FICA”). Garnishments that are received by court order, notices of levy by taxing authorities, or other similar orders requiring payment of compensation to someone other than the team member must also be accepted by Sprouts. Any such orders should be immediately directed to the Human Resources department. Sprouts does not honor voluntary wage assignments.

Sprouts also offers medical programs and benefits (e.g., life insurance, profit sharing, etc.) beyond those required by law. Eligible team members voluntarily authorize payroll deductions to cover the cost of participation in these programs. Payroll deductions accumulate in arrears if there are insufficient earnings in a team member’s paycheck to cover the full amount of his or her portion of the premiums and will be deducted from subsequent pay checks.

Unless available paid time off is used, an exempt team member’s pay may be reduced when the team member is: (i) absent for one or more full days for personal reasons other than sickness or disability; (ii) absent for one or more full days due to sickness or disability if made in accordance with a policy or practice of providing compensation for missed work due to illness (e.g., sick leave or short-term disability pay); (iii) on leave under FMLA; or (iv) for unpaid disciplinary suspensions of one or more full days for engaging in inappropriate conduct or violation of Company policy.

Sprouts prohibits deductions from an exempt team member’s salary except as allowed by the FLSA. If an exempt team member is aware of improper deductions from their salary, this violation should be reported immediately to their supervisor. All reported or suspected improper deductions from an exempt team member’s pay will be promptly and thoroughly investigated. If Sprouts determines that improper deductions were made from an exempt team member’s salary, Sprouts will promptly reimburse the employee the amounts improperly deducted.

Questions regarding payroll deductions should be directed to your supervisor, manager, or the payroll department.