



Progressive Discipline Policy

Sprouts employs progressive disciplinary procedures to address inappropriate behavior, violation of company policies or inadequate work habits. Sprouts will administer discipline, up to and including termination of employment, based on the severity of the behavior. This policy supersedes any previous or existing versions of the Policy, including references made to Progressive Discipline or noted versions of the policy.

In partnership with the Human Resources Department, supervisors and managers may take any or all of the following corrective action steps that are documented on a [Corrective Action Form](#) or similar written memorandum (i.e., Performance Improvement Plan, Memo to File*) when such problems develop:

1. *First Written Warning* — when progressive discipline is warranted or when circumstances justify a first warning, the supervisor or manager will document the problem and note the action necessary to correct the behavior. This First Written Warning will be presented to the Team Member for review and signature, and maintained in the Team Member's personnel file.
2. *Second Written Warning* — if the First Written Warning is not effective, or if circumstances justify proceeding directly to Second Written Warning, the supervisor or manager will document the problem and note the action necessary to correct the behavior. This Second Written Warning will be presented to the Team Member for review and signature, and maintained in the Team Member's personnel file.
3. *Final Written Warning* — if the First Written Warning and Second Written Warning are not effective, or if circumstances justify proceeding directly to a Final Written Warning, the supervisor or manager will document the problem and note the action necessary to correct the behavior. This Final Written Warning will be presented to the Team Member for review and signature, and maintained in the Team Member's personnel file. In some cases, this may be called a "Final Written Warning in lieu of termination". All Final Written Warning decisions must be reviewed and approved by management and the Human Resources Department and/or Employee Relations Department.
4. *Termination* — if previous Warnings are not effective, and/or in the case of more serious infractions, management may proceed directly to termination without prior written or verbal counseling. All termination decisions must be reviewed and approved by management and the Human Resources Department and/or Employee Relations Department and documented on the [Team Member Separation Form](#).

If the team member chooses not to sign a Corrective Action Form, Memo to File or Performance Improvement Plan, the supervisor or manager must write "Team Member Refused to Sign" on the team member signature line, note the date the team member declined to sign, and include their own signature. Team member's refusal to sign does not affect the discipline process, and warnings will be considered "issued" when marked with "Team Member Refused to Sign".

This progressive discipline policy encompasses all offenses (related or otherwise) occurring within the immediate 12-month period, unless a different time frame is specifically noted within the policy itself (i.e., Attendance Policy, Cashier Accountability). In addition, there may be some situations in which the warning will be in place indefinitely (e.g., policy violations or Code of Ethics violations). A copy of the Corrective Action Form shall be given to the team member, with the original copy retained in the team member's personnel file.

In most circumstances, Sprouts does not assess disciplinary penalties against team members without conducting an investigation or review of the facts involved, which ordinarily includes an opportunity for Team Members to explain or defend their actions. Team Members are expected to cooperate with investigations per the Workplace Investigations Policy. Sprouts will exercise sole discretion over the disciplinary process based on the facts of the situation.

For certain serious rule violations – for example, theft, assault on another team member, a willful violation of a safety rule, sexual harassment, life-threatening situations, or conduct that violates the Code of Conduct – Sprouts may suspend and/or terminate you for a first offense. Sprouts may also suspend Team Members, with or without pay, during an investigation.

* Memos to File and Performance Improvement Plans will be exclusively used for the Support Office and store leadership.