



Receipt and/or Removal of Company Property/Theft Policy

Theft, fraud, embezzlement, or misappropriation of Company property (e.g., merchandise, samples, equipment, fixtures, supplies, manuals, and data), or that of team members, customers, or vendors, is prohibited. Under no circumstances may team members engage in fraudulent conduct. Examples include, but are not limited to, alteration of checks or any other documents, misappropriation of funds or other assets, impropriety in handling or reporting of money or financial transactions, theft or dishonesty, and destruction or disappearance of company records, fixtures, or equipment.

Removal of company property from a store or office without proper authorization is considered theft. Company property that is obsolete or no longer needed may be sold or given to team members only when authorized by your supervisor or manager. Sprouts assumes no responsibility for the condition or functionality of such property.

Team members are also prohibited from using company assets or property for their own advantage or benefit, including any outside business or other employment.

Sprouts may take any and all action deemed appropriate to recover Company property. Disciplinary action, up to and including termination, may also result from loss, misuse, or theft of Company property.

If you suspect or observe a team member, contractor, supplier or guest is removing company property without authorization, or intentional destruction of property, report it to your supervisor, manager, the Human Resources or Loss Prevention departments, or the Sprouts' Ethics Hotline (1-855-748-5773) or on-line at www.sprouts.ethicspoint.com.