



References and Verifications of Employment Policy

Team members should not provide employment references for current or former team members, either verbally, in writing, or via social media channels (e.g., LinkedIn, Ladders) in their official capacity as such references, positive or negative, can be attributed to Sprouts and create legal liability for the team member and Sprouts. For example, a positive recommendation or endorsement on a person's LinkedIn page is the same as an employment reference. Team members may choose to provide *personal* references to individuals, including former team members or non-team members (e.g., a former work colleague from a prior employer), but should not use their Company affiliation when providing the reference.

Direct all requests for references, employment and income verifications, or other personnel information from current or former team members, prospective employers, or others to Sprouts' independent third party vendor, "The Work Number" at (1-800-996-7566). Sprouts normally only discloses the dates of employment and the title of the last position held. Generally, additional information will be released only after a signed written release has been received from the team member or former team member. However, Sprouts reserves the right to release any information it deems appropriate in its discretion without authorization. Information will be given to duly authorized requests from law enforcement agencies (including investigators), summons, subpoenas, and judicial orders.

Finally, using Sprouts letterhead to write letters on matters unrelated to Sprouts business (e.g., seeking contributions for a non-Company sponsored charity or political candidate), in your Company capacity is prohibited as such practice could expose Sprouts to liability.