



REST BREAK & MEAL PERIOD POLICY

This policy applies to all team members except those working in California. California team members should refer to the Rest Break & Meal Period Policy – California Team Members.

Rest Break and Meal Period Entitlements

All non-exempt team members are entitled to **15-minute breaks**, which **are paid**, and are required to take **30-minute meal periods**, which are **not paid**. Team Members do not clock in or out for rest breaks. Here are the meal and rest break requirements for non-exempt hourly team members (including non-exempt hourly managers):

Total Work Period for the Day	Rest Break Entitlement	Meal Period Entitlement
More than 3.5 hours, up to 5.0 hours	One 15-minute rest break	None
More than 5.0 hours, up to 6.0 hours*	One 15-minute rest break	One 30-minute meal period
More than 6.0 hours, up to 10.0 hours	Two 15-minute rest breaks	One 30-minute meal period
More than 10.0 hours, up to 14.0 hours	Three 15-minute rest breaks	Two 30- minute meal periods

* Team members in **Washington** must take their 30-minute meal break between the second and fifth hour of work and must begin their 30-minute meal break before the end of their fifth hour of work.

* Team members in **New York** who work a shift of more than six hours which extends over the noon meal period (11:00 a.m. to 2:00 p.m.) are entitled to a 30-minute meal period to be taken between 11:00 a.m. and 2:00 p.m. Employees who start their shift before 11:00 a.m. and continue after 7:00 p.m. are entitled to both the 30-minute noon meal period and an additional 20-minute break between 5:00 p.m. and 7:00 p.m. The 30-minute meal period will be unpaid, and employees will be required to record the starting and ending time of the 30-minute break.

Employees who work a shift of more than six hours starting between the hours of 1:00 p.m. and 6:00 a.m. are entitled to a meal period of at least 45 minutes in the middle of their shift. The 45-minute meal period will be unpaid, and employees will be required to record the starting and ending time of the 45-minute meal break. Employees may voluntarily waive their 45-minute meal period in writing.

Additional Rest Break Practices:

Team members must follow these additional rest break practices:

- Whenever practicable, rest breaks should be taken in the middle of the work period in which the break is authorized and permitted. Business needs should also be considered before a break is taken.
- Please do not clock out or leave store premises for a rest break; rest breaks are paid time. Team members should exercise personal initiative to take rest breaks on time, even when not specifically directed to do so by a supervisor.
- Team members should notify their supervisor before beginning a rest break.
- Team members will be completely relieved from job duties during their rest period(s). Duty free means that the team member is relieved of all work-related responsibilities, including but not limited to, any obligation to perform tasks; monitor work-related activities; carry cellular telephones, personal digital assistants, or other communication devices; receive, review, or respond to any communications; and/or any other tasks.

Interrupted or Incomplete Rest Breaks

If a supervisor requires or instructs a team member to perform any work during a rest break, the team member must be allowed a full fifteen (15) minute rest break within the time periods established by this policy.

Additional Meal Period Practices

Rest breaks and meal periods cannot be combined. Team members must be completely relieved from job duties during their meal period(s) and may leave the premises.

Team members must follow these additional meal period practices:

- Team members are required to clock out at the start of their meal period, and clock back in when they return to duty.
- Team members should not clock back in from a meal period until they have been off duty for at least thirty (30) minutes.
- Team members may leave Company premises for their meal period.
- If management requires or instructs a team member to perform any work during a meal period, the team member must clock back in before performing the work.
- Similarly, if management requires a team member to remain on Company

premises during a meal period, the team member must also clock back in since this does not qualify as a meal period.

- If a team member is required to either perform work during a meal period or remain on Company premises, the team member must be allowed to take a full thirty (30) minutes for the meal period within the time frames established by this policy.

Supervisors must follow additional rules regarding meal periods:

- Supervisors must schedule the workload so that team members have a reasonable opportunity to take their meal periods within the time frames established by this policy.
- Supervisors **shall not** interfere with or discourage team members from taking their meal periods.

Reporting Concerns and Asking Questions

If you have any questions or concerns about rest breaks or meal periods, please speak with your supervisor, another member of management, or Human Resources.

If you believe that you have not been provided, or have been prevented or discouraged from taking a meal period, recovery period or rest break in accordance with this policy, or if you have not been relieved of all duties during such periods, you must immediately report the situation to Human Resources or the Sprouts Ethics hotline (1-855-748-5773 or www.sprouts.ethicspoint.com).

Discipline

Anyone who fails to observe this Rest Break & Meal Period Policy or who interferes with another's right to take a meal or rest break will be subject to discipline, up to and including termination of employment. In addition, Sprouts will not tolerate any form of retaliation against individuals who report alleged violations of this policy or who cooperate in Sprouts' investigation of such reports.