



### **Reporting Work-Related Injury/Illness: Team Members**

You are required to immediately report any work-related injury or illness, no matter how small, to your direct manager or another Sprouts manager if your direct manager is unavailable. Sometimes, you may not immediately realize that you have been injured or made ill. In these circumstances, you must report your injury or illness as soon as reasonably possible after becoming aware of the work-related injury or illness. Your manager will provide you with any required paperwork. All team members are expected to cooperate in the reporting process. If the company determines that a team member willfully failed to immediately report a work-related injury or illness, such failure can result in discipline up to and including termination from employment.

Sprouts participates in a medical network, and team members with work-related injury or illness must treat within the Sprouts medical network. If you have a work-related injury or illness and you choose to treat outside of the Sprouts medical network, your treatments will not be paid for by our workers' compensation insurance unless you are in a state that allows you to pre-designate a doctor or our insurance company makes an exception. Where permitted, pre-designation must take place prior to the injury/illness.

Sprouts expects team members with work-related injuries or illnesses to seek prompt medical attention. Your manager (or the manager to whom you report your work-related injury or illness) will provide information on treatment locations. You also have the option of contacting the 24/7 Nurse Hotline.

You must provide a work status report to your manager after each doctor's visit related to your work-related injury or illness. It is your responsibility to communicate any changes to your work status to your manager immediately.

Sprouts' FMLA and Equal Employment Opportunity policies should also be reviewed and followed as applicable.