



TEMPORARY/EMERGENCY REMOTE WORK POLICY

PURPOSE

This policy establishes temporary, emergency guidelines for Sprouts team members who request or are required to work remotely from an alternative location other than the Sprouts Support Office or office-based positions in buying & transportation. This may occur as either a Company-directed infection control precaution or where otherwise deemed appropriate based on current guidance from federal, state, and/or local public health authorities. This policy is being implemented as an interim measure to ensure team member safety and business continuity during a public health crisis, but it is not intended to alter normal Company policies, procedures, or remote work arrangements in any other respect.

In addition, this policy outlines general expectations for team members working remotely and provides information regarding frequently asked questions that may arise, including the level and type of reimbursable business expenses incurred to support team members in their alternative work locations (“Home Office” or “Remote Location”). The Company reserves the right to modify this policy at any time, and it is the Company’s expectation that this policy will be rescinded once the public health crisis/emergency has concluded and/or the Company is able to resume normal business operations, and does not apply to team members already working in a home office or remote location.

Note: This policy does not apply to individuals who are seeking a long-term remote work arrangement. Team members seeking the ability to work remotely as a reasonable accommodation, should contact the Leave Team. For other inquiries for longer term remote work, the Executive Leader and HR will need to approve these arrangements as part of a business plan.

POLICY REQUIREMENTS

Temporary remote working relationships will be allowed solely at Sprouts’ discretion. Working remotely is not a contractual right, entitlement, or employee benefit and does not change the terms and conditions of employment with the Company.

JOB QUALIFICATIONS

To be eligible for temporary remote work under this policy, the team member’s job should meet the following conditions:

- Physical presence is not a job requirement in the short-term
- Will not burden the team (or budget) unfairly
- Performance in the team member’s role can be quantified and evaluated against specific targets, and the team member can be supervised adequately while working remotely on a temporary basis.
- Team member is able to access necessary equipment, documents, phone line and data.
- Team member is able to work online as required. Team members who do not have internet or telephone access at home, and for whom the installation of an internet or telephone connection is a personal financial hardship, will be permitted to work in the store support or distribution center office.
- Team member will have the ability to protect Company data, trade secrets, and confidential information while working remotely.

In some emergency circumstances, the Company may, in its sole discretion, implement remote-work arrangements for jobs that do **not** meet these conditions.

OTHER BUSINESS CONSIDERATIONS

Even if a team member's job meets the requirements of this policy, there may be other business considerations (e.g., legal considerations, compliance issues, tax implications, and the like) that may mean a temporary remote working relationship cannot be provided.

CONTINUATION OF REMOTE STATUS

Any change in role, team member qualifications, policy violations, or significant performance decline will require a review of the temporary remote work arrangement and could result in a change in status and reconsideration of the temporary remote work arrangement.

The Company reserves the right to terminate or modify the temporary remote work arrangement at any time in its sole discretion. It is the Company's expectation that remote working arrangements under this policy will terminate upon the Company's ability to resume normal operations after the public health emergency. Sprouts commits to providing a fourteen (14) day notification for change in remote status. If team members are approved to work remote beyond the public health crisis/emergency, the remote arrangement will be agreed upon in writing and approved by the Executive Leader and Human Resources.

EXPECTATIONS, PERFORMANCE AND PROFESSIONALISM

Unless noted otherwise, a remote team member's duties, responsibilities, conditions of employment, rate of compensation, and benefits will be unaffected by the temporary remote work arrangement. The amount of time a team member is expected to devote to work generally will not change under a temporary remote work arrangement.

All established policies and procedures, including but not limited to policies on sick leave, vacation, non-discrimination/harassment, dress code, and workplace violence remain in full-force and effect. Similarly, Company-established disciplinary procedures and the Code of Conduct remain in force and are not affected by remote work.

Finally, remote team members must demonstrate the same level of professionalism and the same commitment to Company values as required when they physically report to the Support Office.

APPEARANCE STANDARDS

Remote team members may enjoy a more relaxed dress code. However, when participating in video conferences or other meetings, a remote team member's appearance should reflect the same standards as their office environment. Remote team members should comply with the following guidelines:

- Dress appropriately for planned activities and for unexpected video calls that may arise.
- Consider whether business attire is necessary for certain meetings.
- Clothing should not be revealing and should maintain the same level of professionalism as you would maintain in an office.
- Remote team members should dress for the office environment when visiting the physical work site (for example, to pick up documents, mail, or equipment).

WORKERS' COMPENSATION

Workers' compensation coverage is an insurance benefit that is available to all team members who are injured within the course and scope of their employment. Workers' compensation provides medical and indemnity (wage loss) benefits to the injured team member, and coverages vary by state in accordance with state law. All team members are required to report immediately any injuries sustained while working remotely.

TIMEKEEPING FOR NON-EXEMPT TEAM MEMBERS

All non-exempt team members approved for a temporary remote working arrangement under this policy must accurately and fully record and report all hours worked in accordance with the Company's normal timekeeping policies and expectations.

While team members will be paid for all hours worked in accordance with applicable federal and state laws, team members are not authorized to work any overtime hours without the express permission of their manager. Team members must also continue to take rest and meal breaks in accordance with applicable law and existing Company policies. All overtime will be paid; however, team members who fail to accurately record hours worked will be disciplined.

REIMBURSABLE AND NON-REIMBURSABLE EXPENSES

The Company will reimburse team members for all reasonable and necessary business expenses. In general, whether an expense is considered reimbursable will be determined by the Company's Reimbursable Expense Policy unless the expense is specifically addressed below or unless otherwise required by applicable law. Additionally, the Company reserves the right to use a preferred provider for any services or equipment provided as part of the temporary remote working arrangement.

Home office maintenance:

- Reasonable costs for office supplies that are difficult to obtain through Workday or from the Company will be reimbursed. All supplies are expected to be obtained through Workday as set forth in the Company's Reimbursable Expense Policy.
- If the team member already maintains internet and phone service suitable for performing the remote work, the team member should not incur any additional internet or phone expenses. However, if after consultation with the Company, additional services, minutes, or bandwidth is necessary to perform the remote work, then such additional costs will be reimbursed by the Company.
- If necessary, for the remote work, the Company may provide a laptop or other hardware.
- Team members will **not** be reimbursed for equipment or services that they purchase on their own without prior approval, unless otherwise required by law.

Unless otherwise required by applicable law, the Company will not reimburse costs incurred for home office furniture (e.g., desk, chair), personal/home computers, hardware, and other accessories not necessary for discharge of the team member's job duties during this temporary remote working arrangement. Team members seeking home office modifications as an accommodation should contact the Leave Team.

Reimbursements for qualified expenses must be submitted via Workday, and standard requirements for receipts apply. Reimbursements under this policy are intended to comply with Internal Revenue Code Section 409A and all provisions of this Policy shall be construed in a manner consistent with the requirements for avoiding taxes or penalties under Section 409A. The Company will not be liable for any taxes or penalties on any reimbursements.

Any team member who abuses this policy by submitting fraudulent expenses, or otherwise, will be subject to disciplinary action up to and including termination of employment.

USE OF COMPANY TECHNOLOGY AND DATA PROTECTION/PRIVACY

The team member agrees to comply with the Company's Information Security Policy (ISP) and should pay special attention to Section 4 - Acceptable Use Policy (AUP), covering the appropriate use of company resources whether working from a Sprouts location or remote (i.e.: home office). The latest copy of this policy is published on "*The Vine*" (Sprouts Team Member Intranet) at <https://thevine.sprouts.com> labeled "Information Security Policy" under "Policies and Procedures". In addition, the team member agrees to complete all required annual online Data Security Awareness Training courseware as required by the Company and within the Company's completion timeframe.

While working remotely, the team member is expected to appropriately leverage Sprouts-provided technology resources to aid in their work. The latest information on remote work technology resources (a.k.a.: "Work from Home Resources") can be found on "*The Vine*" labeled "Work from Home Technology Resources" under "Policies and Procedures".

QUESTIONS:

Please contact Human Resources with additional questions.

Effective: 10.15.2020