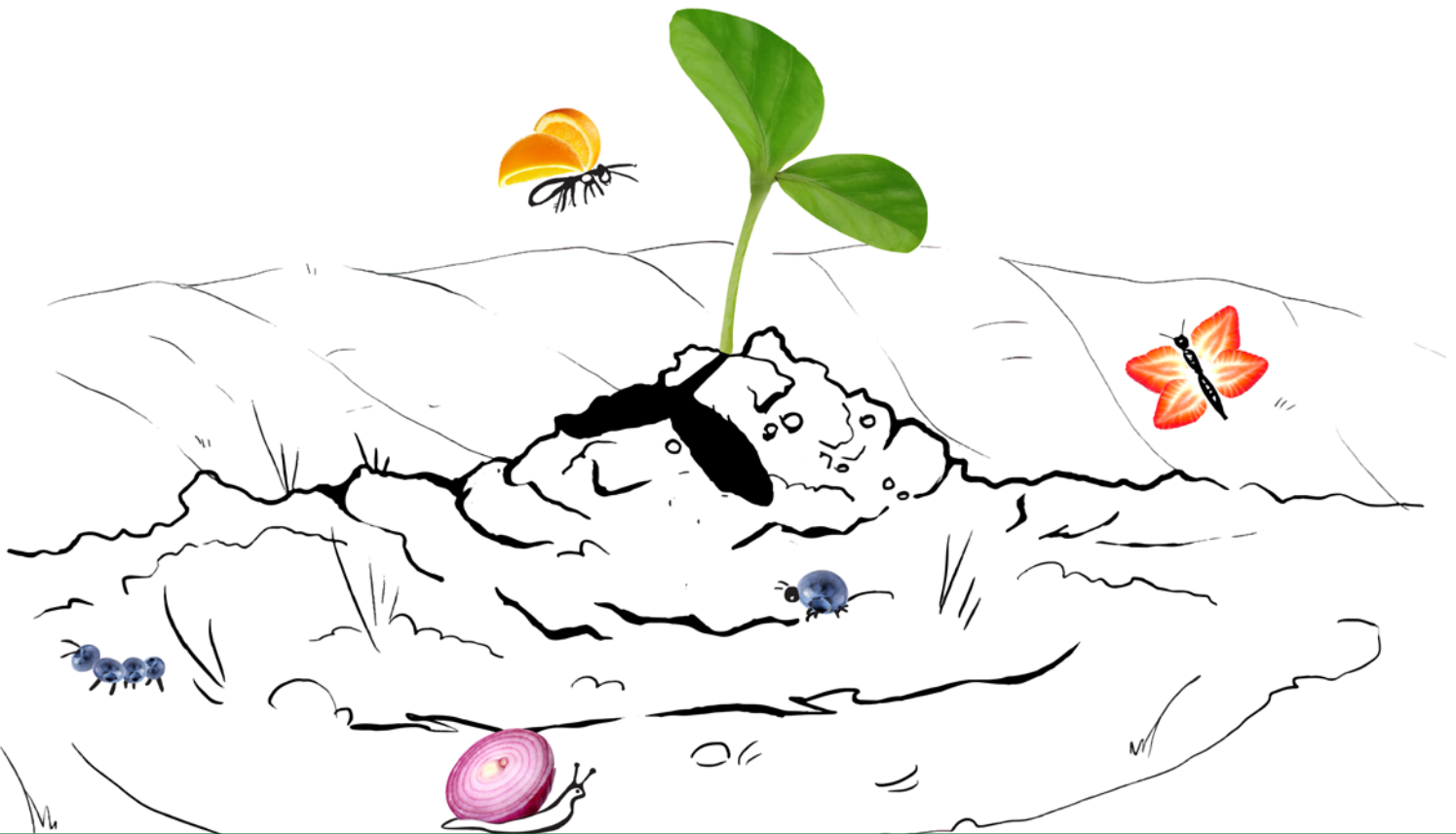




SPROUTS™ FARMERS MARKET



TEAM MEMBER RESOURCE GROUPS (TMRGS)





TMRGS: CREATING A SENSE OF BELONGING

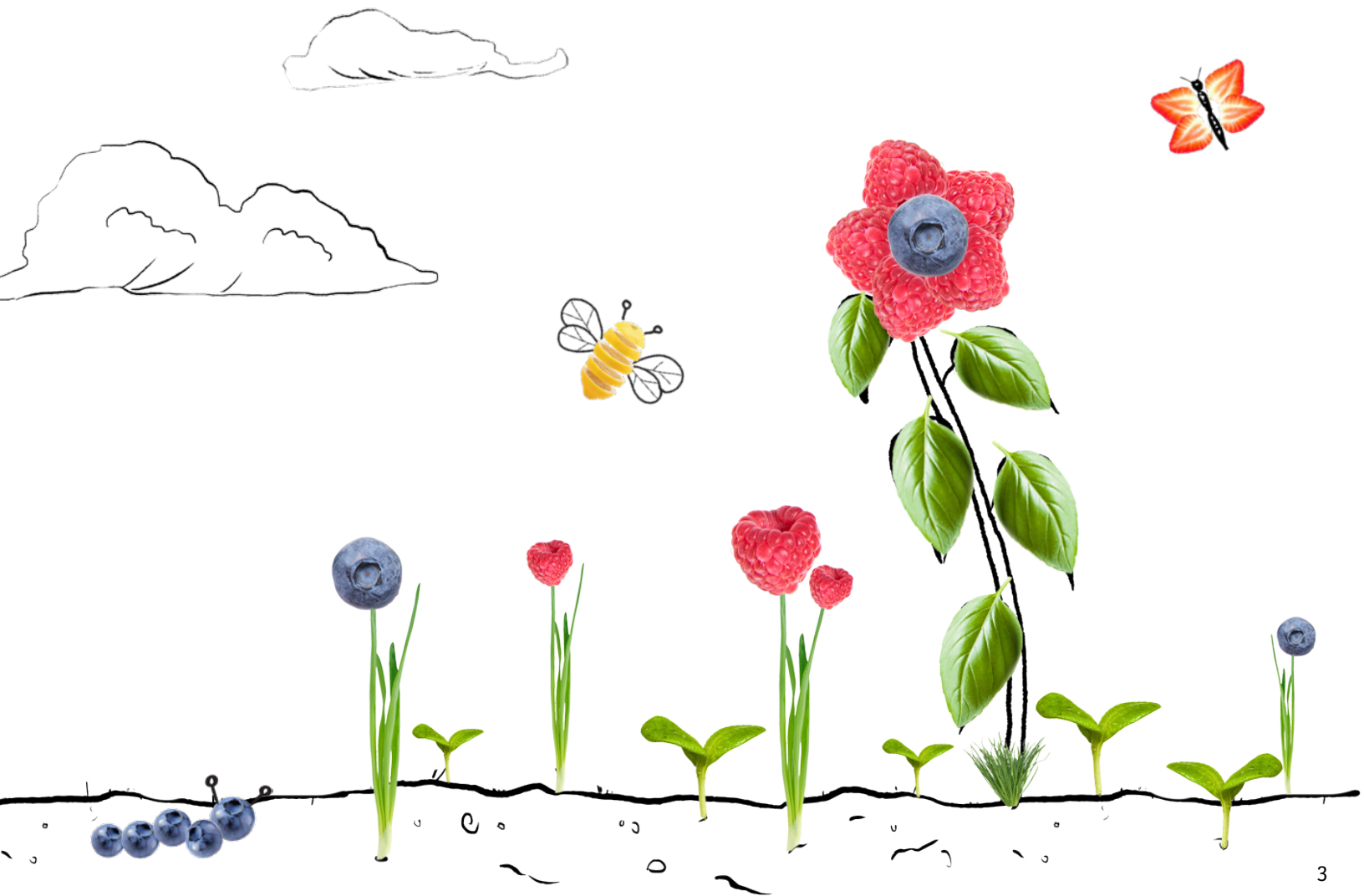


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PURPOSE OF THIS GUIDE

This Guide is for Sprouts Farmers Market team members interested in joining, leading, or simply learning more about Team Member Resource Groups (TMRGs). Please note that this is a working, organic document and is subject to change.

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***TEAM MEMBER
RESOURCE GROUPS
(TMRGS)
AT SPROUTS***



WHAT ARE TMRGS?

Team member resource groups (TMRGs) are voluntary groups of team members who have shared characteristics or interests, and are focused on creating a sense of community, belonging, and inclusivity at Sprouts.

TMRGs represent our diverse culture, where team members' ideas and interests contribute to company success, stronger customer relationships and connections within the communities we serve.



WHY TMRGS AT SPROUTS?

The diversity of our team members makes our company stronger and creates an environment where everyone feels included.

TMRGs are a way to involve our team members with shared experiences/interests in determining how we can better serve our diverse workforce and communities.

Successful TMRGs can effectively enable recruiting efforts, support team member onboarding, career development and mentoring, as well as support overall engagement and a feeling of belonging.



HOW WILL TMRGS SUPPORT AN INCLUSIVE CULTURE AT SPROUTS?

TMRGs allow team members to express their unique thoughts and ideas with the support of other team members, while working to create a sense of belonging across the company.

All team members can contribute to supporting inclusivity as a member of a TMRG or as an ally—even if they are not a member of a TMRG.

THE BENEFITS OF TMRGS



TMRG MEMBERS BENEFIT BECAUSE THEY WILL:



Experience increased engagement and motivation through TMRG work.



See themselves as stewards who contribute to a better workplace.



Build relationships with others with similar backgrounds and experiences.

TMRG LEADERS GAIN ADDITIONAL BENEFITS BECAUSE THEY WILL:



Drive implementation of Sprouts diversity, equity and inclusion initiatives.



Enhance their exposure to Sprouts senior executives & leaders.



Gain experience in strategy development.

TMRGS BENEFIT OUR SPROUTS BUSINESS AND CULTURE BECAUSE THEY:



Spark innovation by gaining access to fresh ideas and new ways of thinking.



Encourage team members to be their best authentic selves.



GUIDELINES FOR TMRGS

TMRGS ARE EXPECTED TO:



Provide professional and personal growth opportunities for all team members.



Help drive the company's mission, core values, and diversity strategy, particularly in the areas of recruiting, retention, and development of diverse talent.



Provide education and foster diversity awareness among their membership.



Have a minimum of 10 team members interested in starting the group.



Support the advancement of the company's business objectives and diversity, equity and inclusion strategy.



TMRGS REPRESENT TEAM MEMBERS WHO:

Have been historically under-represented

Generally, represent diversity dimensions such as race, gender, ethnicity, age, sexual orientation, disability

Have been marginalized or targeted for discrimination

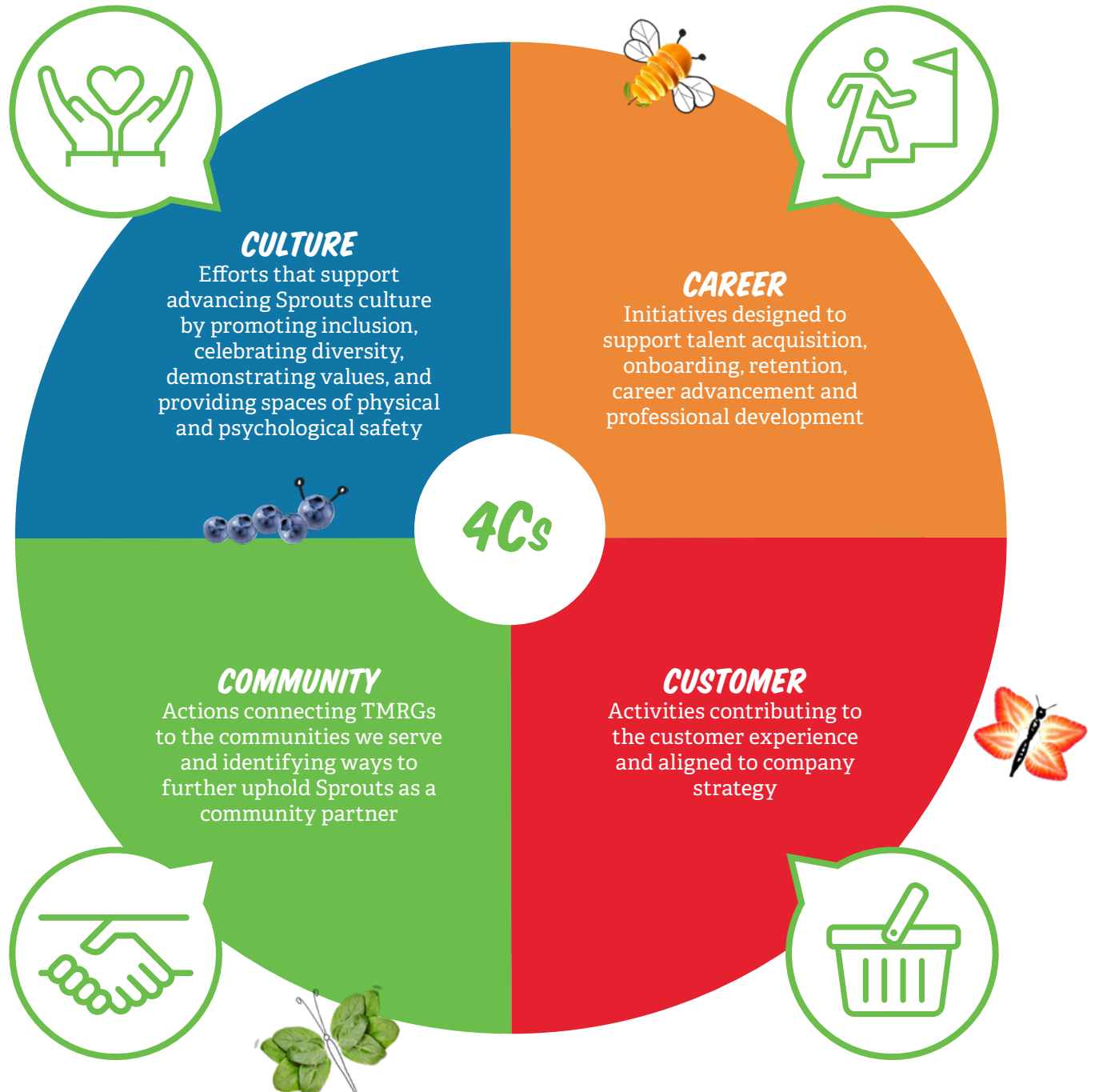
TMRGS DO NOT:

- Cause dissension among team members.
- Exist to oppose other TMRGs.
- Promote social, religious, or political ideologies, or have the potential to advocate such beliefs.
- Exclude members from joining the group (team members not identifying with a particular group are able to join the TMRG as an ally).
- Operate as social clubs or without the purpose of supporting 4C initiatives.
- Conflict with Sprouts values, purpose, non-discrimination, non-harassment, and other established company policies and practices.

***TMRGS &
THE 4C MODEL
FRAMEWORK***

TMRGS AND THE 4C MODEL

TMRGs are expected to use the 4C Model as the strategic framework for aligning activities, events, actions and deliverables. TMRGs may align to any one of the 4Cs, multiple or all four, when defining their purpose.



TMRGS AND THE 4C MODEL



CAREER

Initiatives designed to support talent acquisition, onboarding, retention, career advancement and professional development

WHAT ARE EXAMPLES OF INITIATIVES THAT MIGHT SUPPORT THE CAREER PILLAR OF THE 4Cs?

- Developing professional and leadership skills by offering workshops
- Mentoring programs and initiatives
- Participating in external development programs & conferences
- Inviting guest speakers to discuss leadership topics
- Holding panels with existing company executives
- Hosting Lunch & Learn events and book clubs

TMRGS AND THE 4C MODEL



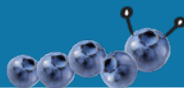
WHAT ARE EXAMPLES OF INITIATIVES THAT MIGHT SUPPORT THE COMMUNITY PILLAR OF THE 4Cs?

- Volunteering at nonprofit events in partnership with the Sprouts Foundation
- Fundraising for student scholarships
- Collaborating with other internal TMRGs
- Helping TMRG members serve on nonprofit boards in the community
- Connecting Sprouts to diverse leaders in the community
- Raising Sprouts reputation in the community



CULTURE

Efforts that support advancing Sprouts culture by promoting inclusion, celebrating diversity, demonstrating values, and providing spaces of physical and psychological safety



WHAT ARE EXAMPLES OF INITIATIVES THAT MIGHT SUPPORT THE CULTURE PILLAR OF THE 4Cs?

- Participating in the advancement of Sprouts culture aligned to values
- Hosting activities that celebrate cultural heritages
- Enhancing diversity recruiting efforts
- Educating Sprouts on diverse community events
- Partnering with HR to create inclusive company policies/benefits
- Developing a process to determine future TMRG leaders



CUSTOMER

Activities contributing to the customer experience and aligned to company strategy



WHAT ARE EXAMPLES OF INITIATIVES THAT MIGHT SUPPORT THE CUSTOMER PILLAR OF THE 4Cs?

- Participating in efforts that strengthen existing customer relationships.
- Serving as a representative at external events.
- Providing input on new products that cater to diverse communities and attract diverse customers.
- Supporting supplier diversity initiatives.
- Providing feedback on campaigns targeting diverse segments.
- Serving as a pilot group to test new products and services.

TMRG
ORGANIZATIONAL
STRUCTURE & ROLES
SUPPORTING SUCCESS

TMRG LEADERSHIP TEAM STRUCTURE

The TMRG leadership team consists of a Chair and Co-Chair. The executive sponsor supports alignment to Sprouts values, business objectives and purpose.

TMRG CHAIR

Leads TMRG and works closely with Executive Sponsor to establish TMRG plans and initiatives. Oversees plan execution and budget.

TMRG CO-CHAIR

Works closely with Chair to develop overall plans and identify initiatives that align to the 4C Model. Helps drive efforts to increase TMRG membership and engagement.



TMRG EXECUTIVE SPONSOR

Provides TMRG with support to align 4C efforts with business goals, serving as an advocate.



HR SUPPORT

HR Business Partners and Talent Management are responsible for supporting the success of TMRGs by providing insight into overall Sprouts business strategy, culture, processes and practices, to help with execution of TMRG plans. Also, they help to identify talent for TMRG leadership roles and support those leadership teams in program and project design and execution.

TMRG ROLES AND RESPONSIBILITIES



EXECUTIVE SPONSOR

Each TMRG will be assigned one Executive Sponsor. The Executive Sponsor will be a Vice President or above in job level. The Executive Sponsor is responsible for:
Providing advisory support to the TMRG leadership team and serves as an advocate.

- Partnering to shape mission, vision, and goals.
- Supporting TMRG efforts to identify measures for success to clarify TMRG value proposition.
- Connecting with company leaders to share the value that the TMRG brings to Sprouts.
- Sharing key business initiatives and priorities with the TMRG so they can align efforts with Sprouts goals.
- Helping TMRG Chair identify potential Co-Chairs and Committee Leads.



TMRG CHAIR

The TMRG Chair should be a Supervisor/Manager or above, and this role is responsible for:

- Overseeing the TMRG's goals, and activities.
- Managing the annual goal-planning process and creating budget requests.
- Allocating approved funds for events and programs in alignment with the 4C Model.
- Supporting a committee structure to meet TMRG goals, ensuring an equitable balance of work and promoting the development of members.
- Promoting TMRG member engagement and participation.
- Leading succession planning efforts for future Co-Chair, and potential committee leads.
- Creating and submitting mid-year and year-end TMRG reports to Executive Sponsor.

TMRG CO-CHAIR

The TMRG Co-Chair should be a Supervisor/Manager or above, and this role is responsible for:

- Working with the Chair to establish the vision and strategy intended to achieve the goals and objectives of the TMRG.
- Seeking feedback from TMRG members, as well as the Executive Sponsor, on proposed initiatives and recommendations.
- Identifying and advocating for the viewpoint of all TMRG stakeholders and under-represented groups. Also includes exploring issues related to multidimensionality and intersectionality.
- Ensuring budget adherence and reconciliation with funds allocated to the TMRG and aligned with Sprouts Finance guidelines.
- Co-Chair will be given top consideration to becoming the TMRG Chair as a successor.

***SUPPORT
RESOURCES, TIPS
& EXAMPLES FOR
STARTING TMRGs***

HOW TO CREATE A TMRG

Successful TMRGs are dependent on a core of committed, dedicated and energetic team members who share common interests. TMRG missions can only be accomplished by building a solid foundation that guarantees an effective outcome of its goals and objectives. Here are the most important steps in building a successful TMRG:



STEP 1: IDENTIFY TMRG LEADERSHIP TEAM

- Identify the TMRG Chair & Executive Sponsor
- Partner with Executive Sponsor to identify TMRG Co-Chair
- TMRG Chair, Executive Sponsor & TMRG Chair determine TMRG name



STEP 2: DEFINE THE PURPOSE

- Create a mission statement (Why we exist) and a vision statement (What we are solving for)
- Define TMRG goals aligned with Career, Community, Culture and Customer



STEP 3: RECRUIT TMRG MEMBERS

- Establish a list of at least 10 team members interested in joining the TMRG. Identify targeted members from various functions and levels.



STEP 4: CRAFT TMRG COMMUNICATIONS & LAUNCH STRATEGY

- Prepare an introductory message, including the brief statement of what you expect the group to represent and accomplish. Send message via an email to targeted team members
- Leverage internal communication methods to reach target groups



STEP 5: LAUNCH TMRG

- Work with Executive Sponsor to schedule official TMRG launch meeting
- Host initial TMRG meeting leveraging the 4C Model to determine meeting focus
- Manage TMRG membership

TMRG BUDGET AND FINANCE

The budget will be used to pay the operational expenses of conducting the business of the TMRG. Each TMRG will be allocated a specific amount which should be used for all TMRG operational expenses.



Expenditures should follow all Sprouts standards and policies.



Expenditures and activities must directly align with the 4Cs.



TMRG Leaders will be responsible for tracking and reporting on their budget as requested.



Any budget expenditure must first be reported and approved by the Executive Sponsor.

CREATING A TMRG CHARTER

This sample of a Sprouts TMRG charter details its mission, objectives, structure and leadership. An effective charter will help guide the TMRG and ensure that its members understand its purpose and stay on track to accomplish it. Keep in mind that this is a sample charter, and each TMRG should adapt it to meet its own specific needs.

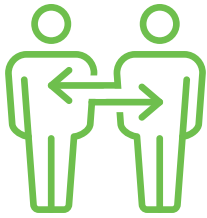


SAMPLE CHARTER NAME at Sprouts TMRG Founding Charter – September 1, 2021

Official Name	<ul style="list-style-type: none">• The official name of this TMRG is Women @ Spouts TMRG
Vision Statement	<ul style="list-style-type: none">• The vision of Women@Sprouts TMRG is to be sought out by Sprouts as internal advisors on women issues and gender parity as well as by women team members who desire greater representation of women in leadership roles.
Mission & Goals	<ul style="list-style-type: none">• The mission of Women@ is to elevate women team members in an inclusive manner through leadership development programs, talent management initiatives, elimination of career barriers and initiatives addressing gender equality.
Objectives	<ul style="list-style-type: none">• Assist in driving Sprouts initiatives that maximize the development of women team members.• Support mentoring and coaching• Support Sprouts efforts to attract and retain top women talent• Host forums for gender equality• Build an internal support system for women within Sprouts• Assist Sprouts in creating and sustaining a diverse and inclusive work environment
To Accomplish these Objectives, the TMRG:	<ul style="list-style-type: none">• Serves as a resource to Sprouts by supporting recruitment, development, leadership goals attainment and retention initiatives for women team members.• Promotes and supports key DE&I initiatives that recognize, respect and leverage the individuality of all Sprouts women team members as a competitive advantage.• Develops communication methods to share information and promote TMRG activities, events and major initiatives.
Participation	<ul style="list-style-type: none">• Membership is open to all Sprouts team members. Members must meet and maintain the following eligibility requirements criteria:<ul style="list-style-type: none">• Members must be employed by Sprouts.• Membership is open to all Sprouts team members, including both men and women.• Membership is voluntary.
Leadership	<ul style="list-style-type: none">• The Women@ Chair is [NAME]. The Women@ Co-Chairs is [NAME]. Both commit to serve a 12-month term that can be renewed for a possible second 1-year term.• Our Women@ Executive Sponsor is [NAME].



TIPS FOR MAXIMIZING BENEFITS OF TMRGS



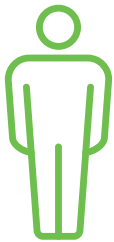
ATTRACT ALLIES

- Ensure that team members know that TMRG membership is open to all team members.
- Promote a “You don’t have to be to belong” philosophy. This informs others that they are not required to represent the group to join. For example, one does not need to be a woman to join the Women’s TMRG.
- When allies attend meetings, make sure they feel welcomed and not excluded from TMRG activities.



INTERSECTIONALITY

- Partner with other TMRGs to hold events that address the multiple dimensions of a person’s identity. For example, the Women’s TMRG can partner with the Hispanic TMRG to hold an event specifically for Hispanic Women at Sprouts.



MANAGERS

- Connect with Sprouts managers and outline how TMRGs are relevant to them.
- Describe how TMRG activities help them reach their goals as well as the obtain Sprouts company goals.
- Outline how managers benefit when their team members become involved in a TMRG.



METRICS-THAT-MATTER

- Create TMRG measurements that capture TMRG activity and impact.
- Leverage these metrics to tell the TMRG story including the contributions TMRGs make to Sprouts.



PROFESSIONAL DEVELOPMENT

- Offer professional development initiatives that address the various career stages of Sprouts team members.
- Consider creating a local mentoring program to connect staff level professionals to interns, management level professionals to staff, and senior executives to managers.



COLLABORATE, COLLABORATE, COLLABORATE

- Partner with other local office TMRGs to increase impact across the company.
- Unite with TMRG members in other departments and functions to eliminate silos.

TMRG EFFECTIVE COMMUNICATION



KEY CONSIDERATIONS FOR EVERY TMRG COMMUNICATION

Target Audience	<ul style="list-style-type: none">• Identify primary audience• Determine their TMRG experience & expectations• Distinguish target audience priorities and concerns
Context	<ul style="list-style-type: none">• Determine timeframe (past, present or future)• What are their expectations?• Have key changes happened recently?
Intended Outcomes	<ul style="list-style-type: none">• What is your call to action? What do people need to know, believe, and do as a result of your message?• What outcome will your audience consider relevant to their situation, concerns and interests?
Key Messages	<ul style="list-style-type: none">• What are you communicating?• Information transfer• Persuasion message• Raising awareness• Clarification• Giving instructions
Appropriate Channel	<ul style="list-style-type: none">• Email / Video / Meeting / Newsletter / etc.• Select channel which will communicate your messages most effectively to target audience.
Preferred Messenger	<ul style="list-style-type: none">• Determine who should author the message.• Identify who has the most credibility based on the target audience or message. <p>Consider:</p> <ul style="list-style-type: none">• Status• Title• Expertise• Relationship• Influence



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**THANK YOU FOR
YOUR INTEREST IN
TMRGS AT SPROUTS!**

