



## **Personnel File Policy**

Team Member personnel files are kept and maintained by Sprouts' Human Resources Department. Team members are responsible for ensuring the accuracy of information such as home address, e-mail address, phone number, W-4, and the like. As required by law, some records pertaining to team members are maintained in separate files.

Any current or former team member who wishes to review or request a copy of his/her personnel file may do so by submitting a Records Request Form to Employee Relations. The [Records Request Form](#) is available on The Vine. Sprouts will provide all personnel file records required by law. Personnel files for all terminated team members will be kept by the company for a period of seven (7) years following termination.

For purposes of this policy, team member personnel files include records related to performance and training as well as other records used for hiring, promotion, change in compensation, and disciplinary decisions. Not included in the personnel file are reference checks, medical records, worker's compensation records, or investigation files. Team members are not permitted to remove any documents from the personnel file, but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

Personnel files are generally confidential and are the property of Sprouts. Records to be kept in the personnel file include the following:

- Employment application, résumé, and cover letter
- Offer letters
- Payroll/personnel information forms completed when a team member is initially hired, and when there is a change to a team member's address, salary, position, department, etc.
- New employee orientation forms
- Arbitration agreement
- Signed Policies Acknowledgment Form
- W-4 and other tax withholding forms
- Automatic payroll deposit authorization (participants only)
- Benefits enrollment/declination
- Attendance records
- All performance reviews and/or disciplinary action
- Training records

Generally, third parties will not be permitted access to a team member's personnel file, unless required by law. Normally, a subpoena or a notarized written consent by the team member will be required in order for a third party to gain access to the information. Exceptions, such as providing information to state unemployment agencies, and both federal and state investigators, may be made after the identity of the agency and individual has been confirmed. Further, applicable law may require disclosure of team member information to government agencies without notifying the team member that the disclosure was made.