

Telephones and Personal Electronic and Mobile Devices Policy

Open lines of communication are critical to the success of Sprouts' business. As such, our telephones should generally be used for authorized company business only. We urge you to ask your family members and friends not to call you at work unless it is an emergency. Your cooperation in this regard is appreciated. Under no circumstances should you make or charge a long distance call to Sprouts unless it is work-related and pre-approved by your supervisor or manager.

To provide our customers with the level of service they deserve and avoid the interruptions and distractions caused by the use of mobile devices in the workplace, unless it is requested or required as part of your work duties. Talking, texting on, or using your cell phone for any non-work-related purpose while on duty, is strictly prohibited. The use of cameras on mobile devices in the workplace by team members is also prohibited to ensure team member and customer privacy and the confidentiality of business information.

Company performance data and confidential business information should not be sent or received over personal mobile devices such as your mobile phone, home phone, or home internet. Non-exempt team members are not required or expected to read, send, or respond to company e-mail or texts using their personal mobile devices while clocked out. If this occurs, all time spent doing so should be recorded or added to the non-exempt team member's timesheet. Nor should communication via text or e-mail with or by management occur for the purpose of issuing coaching, disciplining, scheduling, or other team member management interaction.

Safety for both team members and the public is of utmost importance which is why team members cannot be distracted while driving. Sprouts discourages you from engaging in work or answer phone calls while driving. Any texting, e-mailing, or looking up of telephone numbers while driving is prohibited. Regardless of the circumstances, including slow or stopped traffic, stop driving and pull off the road in a safe area such as a parking lot before attempting to do so or wait until you have reached your destination. Regarding telephone calls only, and in compliance with applicable state law, if work-related use while driving is unavoidable, use a hands-free device, keep the call short, and do not make or receive calls in bad weather or heavy traffic. Team members who are charged with any traffic violations, including those resulting from the use of a mobile device while driving, will be solely responsible for all liability resulting from such actions.

**Compensability for Business Use of Personal Electronic and Mobile Devices
(California and Seattle Only)**

Team members in California and the City of Seattle only are eligible for reimbursement related to the use of their personal mobile device such as a mobile phone, home phone, home internet and other electronic communication devices, for work-related purposes. Reimbursement will not be made for a team member's use of the device for work-related purposes when the use was not required, reasonable or necessary.

Team members in California and the City of Seattle will be reimbursed for use of their personal mobile devices to complete training in The Orchard. Sprouts has determined that a fixed reimbursement in the amount of \$0.50 per week will adequately compensate team members in California and the City of Seattle for their work-related use of their personal mobile devices. Sprouts has ascertained that this monthly reimbursement rate is a reasonable proportion of a team member's use of a personal mobile device for work-related purposes. It is, however, Sprouts' policy to reimburse for reasonable, necessary, and actual work-related expenses to the extent required by law. Therefore, if a team member in California or the City of Seattle determines in any given week that the fixed amount paid did not fully reimburse them for the actual work-related usage, that team member should submit an expense reimbursement through Workday for the difference.

Violation of this policy, including falsifying expense reports to reflect expenses not incurred, will result in disciplinary action, up to and including termination.