

1. Purpose

Establish general guidelines for managing the international assignment of an associate who will occupy a specific position in a company, operation, or corporate function of Grupo Bimbo.

2. Scope

This policy applies to Vice Presidents, Directors and Managers of all the Business Units, affiliates, and subsidiaries of Grupo Bimbo, from Latin America, Asia, and Africa, that are eligible for a long-term international assignment.

In the case of movements within the same Organization, **in their different countries, Latin America, Asia and Africa** or when the destination country is the United States, Canada, or any other in Europe, the ***FGB-HR-14 Global Policy for Local Plus International Assignees*** will apply, **unless the country of origin is the United States, Canada or a European country and the assignment is to one of these, this policy will be considered.**

An International Long-Term Assignment must not imply a promotion from a Supervisor level to a Manager level position, excepting candidates that are part of the Global Professional Trainees Program.

3. Definitions

Long-term international assignee: The associate that Grupo Bimbo transfers from one country to another, for a term of between two and four years and whose stay in the assigned country is not expected to be permanent.

Immediate family: The associate, his / her spouse and unmarried, financially dependent and under 23 (twenty-three) years old children.

Origin country or operation: Refers to the organization in which the associate was hired at the beginning of his/her employment with Grupo Bimbo.

Destination country or operation: The one to which the associate will be transferred to fulfill a specific assignment.

Reference salary: The current salary of the associate before the assignment and, if applicable, with the increase granted if the movement involved a promotion.

Gross-Up: Calculation of the necessary total compensation figure so that once the taxes are deducted, the expected net amount will be paid.

4. Responsibilities

Global Functional Vice President: In collaboration with the Global People VP, select the candidates and agree with Business Unit Presidents on the appointment of long-term international assignees. These movements must also have the approval of the Steering Committee of Grupo Bimbo.

Business Unit Presidents: Comply with and enforce this policy and involve the People area in their Business Unit in the long-term international assignment process.

Global People Department: Deploy and ensure compliance with this policy, maintain a record of the long-term international assignees and their general working conditions. Through its department of Global

Mobility, assist the international assignee during all relocation process and ensure that s/he is properly supported by the destination Business Unit's People team. Coordinate the People functions of both, origin and destination operations, on all matters of documentation, travel, work permits, etc. as needed. Join and enroll and remove the associate and the immediate family from the medical expenses insurance policy of international assignees. Update salaries and authorize increases in coordination with the Global Compensation Department.

Global Mobility Department: Create the offer letter for the international assignee and deliver it, to the Destination Operation People Department, within a period of 5 (five) days once the complete information has been received.

Origin Operation People Department: Support the associate in obtaining the documents required for processing work permits in the destination country, as well as processing the termination in the origin operation for his/her transfer.

Destination Operation People Department: Ensure compliance with the payment of benefits established in this policy. Keep updated the database of international assignees in their Business Unit. Obtain the corresponding work permits, through a designated agentⁱ and ensure the insurance status of the international assignee is always correct through the Global People Department. Communicate to the Global Mobility Department, any change of responsibility or location of the international assignee.

Business Units Finance VP: Ensure the implementation and control of payments made to long-term international assignees.

Manager in origin operation: Validate that associate has a bachelor's degree.

Manager in destination operation: Coordinate the reconnaissance trip of the international assignee. Notify the People Department of the destination country the dates of the reconnaissance trip and the transfer of the associate. Control, request and authorize payments and expenses related to the international assignee established in this policy.

Associate (international assignee): Ensure that both he/she and his/her immediate family have a valid passport prior to transfer, valid for at least 24 (twenty-four) months. Provide the necessary documents for the visa process of the destination country. Maintain work permit and visas valid. Maintain satisfactory migratory conditions. Fulfill his/her fiscal obligations both, in the origin and destination countries.

5. General guidelines

For Grupo Bimbo, the long-term international assignment represents an opportunity to deploy the right talent in the necessary location, for the benefit of its associates and the operations that require this talent, therefore, the objective of each long-term international assignment shall be to:

- Develop the associate, when the assignment is part of his/her individual development plan, to acquire knowledge or skills that contribute to his/her growth in Grupo Bimbo.
- Solve specific challenges that require expert associates for more than 6 (six) months.

The maximum period that an associate can be in the destination country as a long-term international assignee will be 4 (four) years; at the end of the period, if the associate must remain in the destination country for an additional period, the **FGB-HR-14 Global Policy for Local Plus International Assignees** will apply for the additional period and up to three years.

Eligibility

Candidates for long-term international assignment must meet the following requirements:

- Meet the following characteristics:
 - Be future leader or business pillar.
 - Be key associate defined by Grupo Bimbo Steering Committee.
 - Be an expert associate required to solve specific challenges.
- Be a qualified professional (bachelor's degree or higher).
- Obtain authorization from the Global Functional Vice-President the Global Talent Vice-President, the Global Compensation Vice-President and the Executive Vice President of the Destination Business Unit.
- Obtain approval from the Steering Committee through the VP of Global People Department, once all the previous approvals are achieved.

Once selected, and to become eligible for the benefits of this policy, the associate must sign off the offer letter that the Business Unit People Department or Senior Management of the destination operation sends him/her, through who will be him/her manager.

Reconnaissance trip

The objective of this trip is to know the new working conditions, migratory, cultural, education and housing conditions, as well as medical, welfare and governmental programs, and will apply under the following guidelines:

- It will have a maximum duration of 9 (nine) working days in the destination country.
- The related expenses of the associate and his/her spouse will be covered by the company of origin, according to the definitions and guidelines of the **GGB-013 Global Travel Expenses Policy**.
- The destination operation is authorized to hire and pay a designated relocation assistance, specialized in international mobility for 2 (two) days for the orientation of the associate on his/her reconnaissance trip.
- If the associate is already supporting the destination operation and knows the environment in which he/she will move, but his/her spouse does not, the reconnaissance trip must still be carried out to involve him/her in the transfer decision.
- When the associate, while being an international assignee, is presented with an additional offer in another country of Grupo Bimbo and expresses an interest in knowing the proposal, he/she may make this reconnaissance trip also including his/her minor children and spouse.

Formalization of working conditions

- The manager who has the open position in the destination operation will deliver the candidate, during the reconnaissance trip, the offer letter with the working conditions of the assignment.
- The associate's seniority in Grupo Bimbo will remain according to his/her joining date in the origin company and the destination company will recognize such seniority, exclusively, for the definition of his/her benefits.

Immigration procedure

The immigration procedure will be carried out in accordance with local laws for legal entry to the destination country, both the associate and his/her immediate family, as follows:

- The new hiring manager and the associate are responsible for complying with the regulations regarding the visa, work permit and immigration laws of the country to which the associate is assigned.
- Associates and managers who violate immigration laws and regulations of the place where they are assigned will be subject to disciplinary measures that could include dismissal, regardless of the legal measures that the countries involved may take against them.

- The company in the country where the expense originates will pay for the immigration procedures of the associate and his/her immediate family during his/her stay as a long-term international assignee.
- The People Department of the destination operation will support the associate through an agent to keep his/her work permit and the visas of his immediate family valid; this obligation will expire:
 - At the time the associate completes the long-term assignment.
 - Before, if the associate obtains permanent residence in the destination country.
 - If the associate becomes local.

Termination in origin operation

- In the origin operation, the employment relation must be terminated in accordance with the usual legal practices in that location, except those related to seniority, making clear that the associate will not lose his/her seniority and that in no case it will be fully or partially paid.
- In countries where it is legally mandatory to settle the seniority, the payment will be made and the associate must return it to the origin operation, since the accumulated seniority will be paid to him/her at the end of their employment relationship with Grupo Bimbo.
- All pending vacation must be settled, except for those corresponding to the last year which the associate must enjoy in the destination operation, except for those countries in which the local law does not allow it.
- The annual performance bonus should not be included as it will be paid at the destination operation.

Transfer and settlement

The concepts contained in this section will be covered by the destination operation.

Transfer

- Economy/Coach class airplane tickets of the associate and immediate family members who change their residence to the destination country.
- In addition, and if necessary, the cost of excess baggage of two suitcases per person according to the weight authorized by the airline.
- An additional 3 (three) working days off will be granted for the installation of the associate and his/her immediate family.
- Cultural training provided by an international mobility expert will be paid for the associate and his/her spouse to help them understand the cultural differences in the destination country, lasting from 1 (one) and 3 (three) days.
- The hiring of a company specialized in international mobility is authorized for a maximum of 5 (five) days, for the orientation of the associate, during his/her installation process, in the search for a house, schools and contracting services.
- The days mentioned in the three previous bullets will be considered as additional workdays off for the associate.

Temporary accommodation

The accommodation and expenses described in this section cover the associate and the immediate family members who will change their residence.

- Lodging in a hotel will be paid for up to 7 (seven) days and then, up to 30 (thirty) days in a suite or furnished apartment in the destination country, while the associate gets settle in an apartment or a house..
- In case the associate chooses a moving service, a maximum of 15 (fifteen) days of hotel accommodation will be paid to him/her in the origin country, and the period of accommodation in an apartment in the destination country may be extended up to the arrival of the moving service.

- The days of temporary accommodation can only be extended with the authorization of the Business Unit President.
- Only the expenses defined in the **GGB-013 Global Travel Expenses Policy** will be included during the period of temporary accommodation

Moving

- Moving expenses incurred by the associate (budgets, packaging, warehouse, customs, and insurance) will be covered.
- Transfer, admission, extradition or move of animals, vehicles, motorboats, mopeds, or articles subject to restrictions in the destination country, that may include, but not be limited to alcoholic beverages, firearms, food, plants, among others, are not authorized.
- The authorized budget must include insurance for goods exclusively for domestic use.
- An additional 3 (three) working days off will be granted for the settlement of the associate when his or her household goods are delivered..
- The associate can decide not to make a move and opt for the payment of one month of his/her new salary, in which case, this will be paid via payroll, subject to withholding taxes, and to the tax provisions of the destination country.
- This benefit must be used or collected during the first year of assignment, after such period it will not be effective.

Settlement allowance

- During his/her installation in the destination country, the associate can request up to one month of salary as an advance payment for these expenses.
- Once registered in the payroll of the destination country, the associate will receive a single payment of 60 (sixty) days of his/her new salary, to cover housing costs, contracting services, voltage changes, etc.; this amount will be paid via payroll and will be subject to withholding taxes in the destination country.
- If he/she has requested the advance payment mentioned in the first bullet of this section, it will be deducted from the 60 (sixty) days bonus.

Spouse support bonus

- The associate will receive a support bonus for his/her legal spouse equivalent to 2,500 dollars by payroll at the beginning of the international assignment and another one for the same amount at the end of the assignment.
- The bonus will be paid in the currency of the destination country at the beginning of the assignment and will be included in the termination of the employment relation in that country at the end of the assignment.
- **This benefit applies only if his/her legal spouse move to the destination country.**
- The corresponding taxes of the destination country will be deducted from this bonus in both cases.

Compensation and benefits during assignment

The total compensation of the associate and the concepts contained in this section must be paid by the company in the destination country where he/she is assigned.

Salary and other paymentsⁱⁱ

- The salary in the destination country shall be the equivalent to the reference salary of the position in the origin country and shall be determined in the local currency of the destination country as a whole.

- The promotions of international assignees, in destination operation, require evaluating if the associate should remain as local or start a new international assignment process.
 - In addition to the base salary, the associate will have:
 - The amount of cost-of-living differential in current expenditure between the destination country and the origin country.
 - A single bonus for inexperienced purchase equivalent to six months of the differential between the average and expert purchase rates.
 - When the quality-of-life index of the destination city compared to that of the city of origin is greater than or equal to 30 points at the time of assignment, the associate will have an additional bonus for loss of quality of life, defined as a percentage of the base salary.
 - Housing assistance in accordance with the chart in annex 1. The assistance will be paid as of the start of the lease.
 - If necessary, the destination operation may support the associate acting as an economic guarantor for leasing a house.
 - Depending on local tax law, the Vice-President, Finance can determine if having the company make the direct payment of the housing, without this meaning an additional cost for the destination operation makes financial and fiscal sense.
 - The amounts corresponding to inexperienced purchase bonus, quality of life and housing allowance are not included in the salary for the calculation of bonuses or benefits and will be paid by payroll with the corresponding tax deductions.
 - The annual base salary increase and the cost-of-living allowance in the destination country is determined by the general percentage increase of the destination country plus the percentage points corresponding to the individual business contribution score in which the international assignees participate. The base annual reference salary in the origin country is determined by the general percentage increase of the origin country plus the percentage points corresponding to the individual business contribution score in which the international assignees participate. In countries where the term "general percentage increase" does not exist, the average increase will be considered minus 1.5 percentage points.
 - In addition, the cost-of-living supplement could be adjusted in some cases defined by the Global Compensation Area, considering significant differences between the cost-of-living indexes of the origin country and the destination country.
 - Associates who need to transfer funds between the destination country and the origin country, will receive a full refund of up to two (2) monthly remittances cost, and a complementary bonus for any losses incurred due to the difference between the purchase price and the sale price of the currencies of the two transfers indicated, during the first assignment period.
 - When the currency of the destination country devalues by more than 7% relative to the currency of the origin country, the associate will receive:
 - An annual compensatory bonus for the foreign exchange loss on the proportion of the savings-related perception calculated according to the mobility consultant and will be paid in February at the end of the fiscal year
 - A bonus for exchange loss from the total annual bonus will be paid in April.
- Both bonuses will be paid via payroll, subject to applicable taxes.

Benefits

The benefits in force in the destination country will be adopted, except vacation time in which case the greater number of days between the origin country and destination will prevail, without including the vacation time bonus (in the countries in which it applies).

Annual Performance Bonus and BEAV shares

- The base days for the payment of these concepts during the assignment will be in accordance with the following chart, except in cases where the bonuses of the destination country or origin are higher, in which case those of that country will apply.

	Base days of annual bonus	Base days of shares by BEAV bonus
Manager	80	
Director	80	40
Vice President	107	60
Sr. Vice President	118	60

During the assignment period, the financial factors to be applied in both bonuses will correspond to the greater between Corporativo Bimbo, S.A. de C.V. ("CB") and the destination operation, if the individual Business Plan contribution score is equal or greater than 3 (meets expectations), otherwise the bonus will be paid with the factor of the destination operation.

Semiannual bonus for contribution to the business plan

It will be paid only in those destination countries in which it applies.

Language lessons

- If a different language is spoken in the destination country, up to 150 hours of language courses of the destination country will be paid to each member of the Immediate family, and as many hours as needed for the associate to be fluent.
- This benefit will apply at the request of the associate. It is not exchangeable or negotiable under any circumstances and will be paid only with the delivery of the respective receipt in the destination operation.

Driver

- For assignments to China and India, a monthly bonus, determined by the Global Compensation Department, will be paid during the first year for the associate and his/her immediate family to hire a driver.
- If, at the end of the year, the associate wants to continue with the driver service, he/she may request that it be included in his/her deferred expenses at the end of the year, if local law allows it. In this case, the work responsibility with the driver will be assumed by the associate.
- This benefit will apply at the request of the associate. It is not exchangeable or negotiable under any circumstance.

Car

The associate will retain the car provision that he/she had in his origin country, adjusting the values to the type of car that is granted to his/her level in the destination country.

Education allowance

- During the assignment, the associate will receive an education allowance for each student, under 23 (twenty-three) years old, unmarried, and economically dependent child, according to the charts in annex 2 and the corresponding destination country.
- In the case of children under 3 years of age, for whom it is desired to contract daycare service, the associate must request education allowance to the Business Unit People Department, according to the values determined by the mobility consultant.

- This benefit applies only if the associate's children **don't reside in the origin country during the assignment period** and it is the associate's responsibility to inform the Business Unit People Department when any of their children change their school level or residence country.

Annual trip

- The associate and his/her immediate family will have the right to a round trip to their origin country, once every year. This benefit is not cumulative, nor will it be paid in cash and must be economy class.
- The cost that the destination operation will pay is equivalent to the round ticket between origin city and destination city.
- In addition, 3 (three) paid days off will be granted. This benefit applies no matter where the immediate family resides.
- Other expenses such as food, transportation, lodging, car rental, etc., must be covered by the associate.
- Additional days of stay in the origin country will be considered as associate's vacation time.
- If the associate, as an international assignee, gets married or has children, his/her spouse and children can enjoy the annual trip regardless of nationality.
- The associate can choose a destination other than his/her origin country, only if the entire immediate family travels. In this case, the company will pay up to the amount equivalent to the trip to the city of origin. The excess in rate will be paid by the assignee.
- If, for personal reasons, family members decide not to enjoy this trip, it is possible that other family members or friends may use this trip to visit the assignee up to the number of tickets and cost equivalent to that used by the assignee and the members of the Immediate family, in which case the members of the immediate family will no longer be able to use these tickets during that year.

Emergency flight

If the death of an immediateⁱⁱⁱ relative occurs, the destination operation will cover the costs of the economy class plane ticket of the associate and the immediate family and will grant three (3) days off.

Medical expenses

- The associate and his/her immediate family members must be registered in the international insurance policy.
- In case of a medical emergency during the assignment, the destination company will be responsible for the associate's medical attention in an appropriate institution, making use of the contracted medical insurance. It is the responsibility of the direct manager in the destination country to oversee over his/her health.

Successful assignment bonus

- The international assignee may receive a bonus of up to 8% of the salary paid during the period of the assignment, without including the additional allowances, if, in the judgment of his immediate manager, **the General Manager of the Business Unit**, the **Global** Functional VP, the **Global Talent** VP and the corresponding Executive VP or Grupo Bimbo Steering Committee member, he/she met the objectives established at the beginning of the assignment.
- The bonus will apply maximum for the first 4 years of the assignment and will be paid in the currency of the destination country at the end of the assignment with the corresponding withholding taxes.

Death of the associate and life insurance

- In the event of death of the associate abroad, the cost of body transportation to the origin city will be covered.
- The family member who carries out the body transfer procedures will be granted an economy class airplane ticket to the destination country and back to the origin, as well as temporary accommodation for 10 (ten) days from the arrival in the destination country.
- Life insurance will be applied according to the conditions established in the associate's origin operation.
- The expenses of repatriation of the family, moving services, payment of breach of the rental agreement, settlement allowance and temporary accommodation support for up to 30 (thirty) days from arrival to the origin country will be covered.
- In case of death of a family member, the company will cover the same expenses of body transportation to the origin country and air tickets in economy class for the immediate family, in case the associate so decides.

Retirement

In cases where the social security contributions have not been made in the origin country for retirement, the destination operation shall include 5% of the last base salary in the settlement for a maximum of the first 4 years of the assignment. The associate will pay the corresponding taxes. In case that the associate is located, no payments will be made.

End of the assignment

Repatriation

The associate will return to work in the origin country at the end of the agreed assignment period, or earlier at the request of Grupo Bimbo, if the assignment has not been terminated due to a serious cause attributable to the associate. In such cases, the following benefits previously described in this policy will apply:

- The salary will be defined based on the position he/she holds, seeking not to be less than the updated reference salary.
- The benefits will be those that correspond to the level of the position that he/she will perform.

The concepts contained in this section will be covered by the operation in which the assignee is concluding his assignment:

- Reconnaissance trip in case the associate returns to a city other than the one he/she lived in before the assignment.
- Legal Spouse support bonus.
- Transfer travel.
- Full refund of remittances cost and a complementary bonus for any losses incurred due to the difference between the purchase price and the sale price of the last transfer of funds between the destination country and the origin country. This benefit must be used during the year of the movement.

The concepts contained in this section will be covered by the operation to which the assignee is being repatriated and it is the responsibility of the direct manager who receives the associate to control, request and authorize the related payments and expenses:

- Temporary accommodation
- Moving
- Settlement allowance

Location

If the associate wishes to live in the destination country, at the end of his/her assignment period, and the company does not offer the extension of the international assignment period, it will be according to the following:

- His/her salary and benefits conditions will be those of the country according to the authorized structure.
- Any benefits received as an international assignee will be permanently removed at the time of the localization.
- For purposes of future movements, the country of localization will be considered as the origin country of the associate.
- The employment relationship must be fully terminated with the associate, due to voluntary resignation, in accordance with the legal definitions of the country, including seniority in the company, ensuring that fiscal, labor, and social security processes are closed, releasing Grupo Bimbo from future claims by the associate, as s/he is not eligible for social security retirement benefits in the origin country.
- The entry date for seniority and benefits will be the date on which the associate is hired in the destination operation.

New assignment to another country or new position

- In this case, the long-term international assignment process will be re-initiated.
- When the movement is within the same country, only the additional expenses generated by such movement will be paid, according to the local procedure of the destination country.

Extension of the assignment period

If the destination operation requests to extend the term established in this policy, it will be according to the following:

- During the extension, conditions established in the **FGB-HR-14 Global Policy for Local Plus International Assignees** will apply.
- Before offering this extension to the associate, is required the authorization of the corresponding Global Corporate Function, Global People Vice-President and the Destination Business Unit Executive VP.
- By exception and with the authorization of Grupo Bimbo's Chief Executive Officer, **in the cases where the assignment should be extended because of the company's needs and the associate can't stay as a local associate of this operation, they could stay up to maximum of an additional 2 years**, the benefits under this policy might be continued, **including** the bonus for a successful assignment.

Anticipated return

At the request of the associate

If the associate requests a return before the end of his/her assignment period:

- Grupo Bimbo will attempt to place him/her in a position like the one he/she had in the original company. However, he/she can only be guaranteed the job or similar salary depending on the reference salary if he/she requests the return a year in advance.
- The destination operation will support the associate with the following benefits: transfer trip, temporary accommodation, moving and installment expenses bonus.
- If the moving was done physically and the associate does not remain for at least 2 years in the destination country, the furniture will not be repatriated in accordance with international laws, for which the bonus of one month's salary will be paid subject to the conditions described earlier in this policy.

Due to poor performance or unsuccessful adaptation

In this case the same allowances of anticipated return, at the request of the associate will apply and the salary will be that of the position to which he/she can be incorporated, without guaranteeing the reference salary; if the associate does not accept, the termination of the employment relation will proceed.

By resignation of the associate or dismissal for poor performance

- In all the cases, the end of an employment relationship should comply with the established regulations of each country (origin and destination) and consider the time worked in each of them. Thus, the severance payment will be calculated with the updated reference salary in the origin country by the seniority generated in the country of origin and the current salary by the seniority generated in the destination company. The associate will always pay the corresponding taxes.
- If the associate resigns Grupo Bimbo and decides to reside in the destination country, the company will not pay any amount that compensates travel expenses, bonuses, or services for repatriation.
- If the associate resigns Grupo Bimbo or is dismissed for poor performance and decides to return to his/her origin country, the destination operation will terminate the employment relationship and cover the cost of the transfer, moving and 60 (sixty) days of salary as a settlement allowance. These amounts must be included in the settlement of the destination country and will be subject to withholding taxes.

Procedures of dismissal in the destination country at the end of the assignment

- If a law in the destination country requires that seniority be liquidated, the associate will be obliged to return this amount to the destination operation so that it maintains his/her total seniority in Grupo Bimbo.
- The associate must make proper delivery of the house or apartment in which he/she lived so that the company does not have to face landlord claims when the associate has left the destination country.
- Any payment that the destination operation must make to compensate damages caused by the associate and his/her family, as mentioned in the previous bullet, will be deducted from the payroll in which s/he is incorporated or in the corresponding settlement.

Term of the relation with Grupo Bimbo

- The People Department of the destination operation will ensure that the associate entirely closes the employment relationship with Grupo Bimbo, both in origin and destination, considering the internal separation policies and the fiscal and labor legislation of each country.
- In all cases the associate will pay the corresponding taxes.

Tax aspects

- The Global People Department, with the support of the Global Tax Department, will hire an international tax expert to advise and support associates to ensure they meet their tax obligations both in the destination and countries.
- Tax consulting costs will be covered by the destination operation.

Transitory

This policy is valid from October 1st, 2017, and therefore it is not authorized to apply retroactive payments of benefits or bonuses.

If the COVID-19 pandemic continues, the cost of the clinical tests, required by the destination country or airline to travel, will be covered.

6. Responsibility / Ownership

The Global Compensation Department is the assigned owner of this policy and is primarily responsible for its contents, updating, monitoring of its compliance and submission for approval before the Global Internal Control and Risk Management Department, the Steering Committee, and CEO.

7. Updates

The changes implemented in between versions are described below:

Revisions / History of the revision				
Version	Revision date:	Updated by:	Approved by:	Main Changes
1				
2	2-03-18	Sandra Moreno Rodríguez		<p>Global Talent Development (Corporate): Update salaries and authorize increases in coordination with the Global Compensation Department.</p> <p>Global Mobility Department: Elaborate offer letter for the international assignee and deliver it within a period of 5 (five) days once the complete information has been received.</p> <p>Destination Operation HR VP Communicate to the Global Mobility Department, any change of responsibility or location of the international assignee</p> <p><u>Move</u> An additional 3 (Three) working days off will be granted for the installation of the associate when his or her household equipment arrives.</p>
3	08-14-18	Trinidad Carrandi		Update of "ANNEX 2. CHART FOR EDUCATION ALLOWANCE, REGISTRATION" and "ANNEX 2. CHART FOR EDUCATION ALLOWANCE, 12 INSTALLMENTS PER YEAR"
4	19-10-18	Trinidad Carrandi		Update of "ANNEX 2. CHART FOR EDUCATION ALLOWANCE, REGISTRATION" and "ANNEX 2. CHART FOR EDUCATION ALLOWANCE, 12 INSTALLMENTS PER YEAR"
5	04-04-19	Trinidad Carrandi		<p>The amounts of the following Annexes were updated:</p> <ul style="list-style-type: none"> • ANNEX 1. CHART FOR HOUSING ASSISTANCE (Single associates) • ANNEX 1. CHART FOR HOUSING ASSISTANCE (Married associates) • ANNEX 2. CHART FOR EDUCATION ALLOWANCE, REGISTRATION • ANNEX 2. CHART FOR EDUCATION ALLOWANCE, 12 INSTALLMENTS PER YEAR
6	16-05-19	Sandra Moreno Rodríguez	Trinidad Carrandi	<p>The annual base salary merit increase in the country of destination is determined by the general percentage increase of the country of destination plus the percentage points corresponding to the individual business contribution score in which the international assignees participate.</p> <p>The annual base salary taken for reference in the country of origin is determined by the general percentage increase of the country of origin plus the percentage points corresponding to the individual business contribution score in which the international assignees participate.</p> <p>In countries where the term "general percentage increase" does not exist, the average increase will be considered minus 1.5 percentage points.</p>

7	08-07-19	Sandra Moreno Rodríguez	Trinidad Carrandi	<ul style="list-style-type: none"> - Scope An International Long-Term Assignment must not imply a promotion from a Supervisor level to a Manager level position, excepting candidates that are part of the Global Professional Trainees Program. - Medical Expenses <ul style="list-style-type: none"> • The associate and his/her immediate family members must be registered in the international insurance policy. • In case of a medical emergency during the assignment, the destination company will be responsible for the associate's medical attention in a private institution, making use of the contracted medical insurance. It is the responsibility of the leader in the destination country to watch over his/her state of health. - Including the concept of "Cost-of-living allowance" in the section of Salary and other payments. - "Be evaluated as functional "plus", promise or exceptional talent" changed for "Future leader and business pillar."
8	18-07-19	Enna Guerrero	Trinidad Carrandi	<ul style="list-style-type: none"> -Repatriation Change in the redaction - By resignation of the associate or dismissal for poor performance Calculation of the severance payment.
9	07-02-20	Paulina Abril Flores Ramírez	Trinidad Carrandi	Update of "ANNEX 1. CHART FOR HOUSING ASSISTANCE", "ANNEX 1. CHART FOR HOUSING ASSISTANCE", "ANNEX 2. CHART FOR EDUCATION ALLOWANCE, REGISTRATION" and "ANNEX 2. CHART FOR EDUCATION ALLOWANCE, 12 INSTALLMENTS PER YEAR"
10	17-11-20	Enna Guerrero	Trinidad Carrandi	- Days of annual base bonus for Manager level were added.
11	08-02-21	Paulina Abril Torres	Trinidad Carrandi	The amounts of housing assistance and Education are updated for the long-term international assignees.
12	3-05-21	Enna Guerrero	Trinidad Carrandi	A temporary guideline on COVID19 clinical testing was added.
13	01-02-22	Mariana Haydee Sanchez Moreno	Trinidad Carrandi	The amounts of housing assistance and Education are updated for the long-term international assignees.
14	Sep-22	Mariana Haydee Sanchez Moreno	Trinidad Carrandi	<ul style="list-style-type: none"> - The treatment for seniority is clarified in the formalization of working conditions. - The salaries to be considered on the employment resignation or dismissal for poor performance are established.
15	Oct-22	Enna Guerrero	Trinidad Carrandi	<ul style="list-style-type: none"> - Movements within the same Organization and when the destination country is Canada, the USA or one of Europe are eliminated from the scope. - It is clarified that for the extension of the term, the <u>FGB-HR-14 Global Policy for International Assignees as Local Plus</u> will apply. - Guidelines on termination of employment and date of entry in case of localization are added.
16	Ene-23	Miriam Contreras Cruz	Trinidad Carrandi	- The amount of housing assistance and education allowance to long-term international assignees is updated.

17	Feb-23	Enna Guerrero	Trinidad Carrandi	<ul style="list-style-type: none"> - In the "Eligibility" section, the request of approval from the Steering Committee by the VP of the Global People Department was added. - In the "Salary and other payments", the payment month of the annual compensatory bonus was updated and another bonus related to exchange loss from the total annual bonus was added, including its payment month. - In the "Successful assignment bonus" the authorization was changed with the General Manager of the Business Unit, Global Functional VP and Global Compensation VP. - In the "Extension of the assignment period" section, in case an associate should extend its period for the company's needs and this is not located, the benefits should be maintained, including the bonus for a successful assignment.
18	Sep-23	Enna Guerreio	Gerardo Gordillo	<ul style="list-style-type: none"> - In Successful assignment bonus there was a change in Compensation for Talent - In Scope it was add "Unless the country of origin is the United States, Canada or a European country and the assignment is to one of these, this policy will be considered". - In Education allowance we clarified "and that corresponding in the destination country", and "don't reside in the origin country during the assignment period". - In Spouse support bonus it was add "This benefit applies only if his/her legal spouse move to the destination country". - In Repatriation was added "Full refund of remittances cost and a complementary bonus for any losses incurred due to the difference between the purchase price and the sale price of the last transfer of funds between the destination country and the origin country. This benefit must be used during the year of the movement".

ANNEX 1. CHART FOR HOUSING ASSISTANCE

The amounts are monthly, are indicated in local currency and are net

Single associates					
Country	Local Currency	Manager	Director	Director (Country Manager)	VP
Argentina	ARS	180,700	216,300		234,100
Brazil	BRL	3,090	4,000		4,590
Canada	CAD	1,200	1,430		1,570
Chile	CLP	584,900	733,000		830,600
China	CNY	10,500	12,800		14,800
Colombia	COP	1,513,500	1,900,000		2,216,200
Costa Rica	CRC	425,200	549,900		617,000
Ecuador	USD	340	400		470
El Salvador	USD	480	620	660	690
Spain	EUR	700	820		900
United States	USD	980	1,120		1,240
Guatemala	GTQ	4,080	4,650	4,980	5,300
Honduras	HNL	8,380	9,830	10,400	10,900
India	INR	82,100	100,000		111,900
Italy	EUR	330	400		440
Morocco	MAD	3,080	3,600	3,780	3,950
Mexico	MXN	17,600	22,700		26,400
Nicaragua	NIO	13,100	15,500	16,400	16,500
Panama	PAB	650	770	810	840
Paraguay	PYG	3,532,600	4,126,900	4,378,600	4,630,300
Peru	PEN	2,310	2,780		3,100
Portugal	EUR	740	870		1,000
Romania	RON	2,760	3,470		3,940
United Kingdom	GBP	1,110	1,280		1,470
Uruguay	UYU	29,700	35,700		40,200
Venezuela					

ANNEX 1. CHART FOR HOUSING ASSISTANCE

The amounts are monthly, are indicated in local currency and are net

Married associates					
Country	Local Currency	Manager	Director	Director (Country Manager)	VP
Argentina	ARS	262,300	305,500		333,700
Brazil	BRL	6,560	7,850		8,780
Canada	CAD	1,740	1,970		2,170
Chile	CLP	1,311,200	1,502,500		1,622,000
China	CNY	16,900	19,600		22,900
Colombia	COP	2,781,800	3,560,000		3,966,400
Costa Rica	CRC	844,200	1,012,400		1,123,200
Ecuador	USD	650	770		900
El Salvador	USD	820	960	1,010	1,060
Spain	EUR	1,190	1,360		1,440
United States	USD	1,240	1,420		1,560
Guatemala	GTQ	7,380	8,780	9,320	9,860
Honduras	HNL	16,300	18,100	19,300	20,500
India	INR	147,800	180,000		201,500
Italy	EUR	450	580		650
Morocco	MAD	8,930	10,000	10,520	11,000
Mexico	MXN	32,700	38,900		42,800
Nicaragua	NIO	21,900	25,800	27,700	29,500
Panama	PAB	1,370	1,590	1,680	1,770
Paraguay	PYG	6,389,800	7,359,600	7,905,000	8,450,500
Peru	PEN	4,540	5,150		5,630
Portugal	EUR	1,170	1,400		2,000
Romania	RON	5,090	6,310		7,090
United Kingdom	GBP	1,750	2,090		2,350
Uruguay	UYU	53,200	63,700		71,700
Venezuela					

ANNEX 2. CHART FOR EDUCATION ALLOWANCE, REGISTRATION

The amounts are monthly, are indicated in local currency and are net

Country	Local Currency	Preschool	Elementary School	Middle and High School
Argentina	ARS	35,940	38,050	53,800
Brazil	BRL	9,000	9,000	9,000
Canada	CAD	-	-	-
Chile	CLP	1,547,100	1,547,100	1,547,100
China	CNY	19,600	19,600	23,100
Colombia	COP	9,181,300	9,040,500	9,040,500
Costa Rica	CRC	360,180	360,180	360,180
Ecuador	USD	280	280	280
El Salvador	USD	1,270	1,270	1,630
Spain (Barcelona)	EUR	2,100	2,100	2,100
Spain (Madrid)	EUR	-	-	-
United States	USD	-	-	-
Guatemala	GTQ	17,440	17,440	17,440
Honduras	HNL	50,400	50,400	50,400
India	INR	85,000	85,000	85,000
Italy	EUR	1,100	1,100	1,100
Morocco	MAD	2,650	68,500	68,500
Mexico	MXN	12,000	12,000	11,800
Nicaragua	NIO	84,760	84,760	84,760
Panama	PAB	4,860	4,860	4,860
Paraguay	PYG	17,392,000	17,392,000	17,392,000
Peru	PEN	24,900	22,800	21,000
Portugal	EUR	400	400	400
Romania	RON	10,300	10,300	10,300
United Kingdom	GBP	-	-	-
Uruguay	UYU	15,700	21,600	21,600
Venezuela				

ANNEX 2. CHART FOR EDUCATION ALLOWANCE, 12 INSTALLMENTS PER YEAR

The amounts are monthly, are indicated in local currency and are net

Country	Local Currency	Preschool	Elementary School	Middle and high school
Argentina	ARS	29,950	31,710	44,820
Brazil	BRL	5,530	6,410	6,410
Canada	CAD	-	-	-
Chile	CLP	174,500	223,900	223,900
China	CNY	10,150	12,130	13,830
Colombia	COP	1,048,900	1,048,900	1,052,000
Costa Rica	CRC	135,040	214,380	214,380
Ecuador	USD	340	340	340
El Salvador	USD	170	210	210
Spain (Barcelona)	EUR	700	810	820
Spain (Madrid)	EUR	-	-	-
United States	USD	-	-	-
Guatemala	GTQ	2,510	2,570	2,720
Honduras	HNL	8,040	8,040	10,600
India	INR	25,800	25,800	25,800
Italy	EUR	420	420	690
Morocco	MAD	10,140	12,420	14,540
Mexico	MXN	3,220	3,500	4,400
Nicaragua	NIO	8,260	9,820	11,160
Panama	PAB	380	380	430
Paraguay	PYG	1,828,700	1,828,700	1,776,200
Peru	PEN	1,480	1,480	1,480
Portugal	EUR	530	740	1,130
Romania	RON	4,960	4,960	5,750
United Kingdom	GBP	-	-	-
Uruguay	UYU	13,100	18,000	18,000
Venezuela				