

1. Purpose

Establish general guidelines on the relationships with the personnel that collaborate with Grupo Bimbo.

2. Scope

This policy applies to the managers of all Business Units and business areas of Grupo Bimbo, always considering that compliance with any law governing labor conditions, including forced labor and child labor, must prevail over what is established in the present.

3. Definitions

Child labor: It means work that deprives children of their childhood, their potential and their dignity and which is detrimental to their physical and psychological development.

Employment relationship: As defined by the Global Labor Relation Model, the employment relationship is experienced and built day by day between the manager, the associate, and the labor representation (If applies)

Forced labor: It means all work and service that is exacted from any person under the menace of any penalty and for which the said person has not offered herself or himself voluntarily.

Manager: Any salaried person who has the responsibility, honor and real authority to lead a work team in Grupo Bimbo.

4. Responsibilities

Steering Committee: Ensure the uniformity of the messages that affect all Grupo Bimbo.

Global Labor Relations Department: Safeguard and keep updated the content of these policy and communicate it to all leaders and top managers of Grupo Bimbo.

Vice Presidents and Executives: Lead by example on the fulfillment of this policy, as well as eliminate the barriers that prevent its complete attainment.

Managers: Fully comply with what is established in this policy, in such a way that its behavior is consistent and exemplary so that it serves as a model to be followed among the different levels of leadership.

5. General guidelines

In order to achieve a healthy work environment, active participation and the integral development of each of the associates and their integration as partners, it is Grupo Bimbo's policy that every manager of the company complies with the following guidelines:

- Refrain from hiring any type of forced labor and child labor.
- Manage their work team as a whole and the employment relationship with each of its members. This responsibility includes overall aspects of employment, including those related to remuneration, job changes, vacations, and taking care of the safety and well-being of each member of his/her team.
- Participate in the selection, induction, and training, both in technical and interpersonal aspects, of each of its associates, in order to promote their good performance and their permanence.
- Provide opportunities for education and training of associates, where possible, in order to develop their knowledge of the business.
- Have direct contact and communication with their team members.
- Provide timely information on what is happening in their department and in the company.

- Guide, address, and channel the concerns of its associates.
- Evaluate performance of his/her associates and give them feedback.
- Recognize associates whose work is aimed at achieving the transformation of Grupo Bimbo.
- To fill a position, always consider internal promotion as a first option, in order to encourage staff development and take advantage of the person's experience for the proper functioning of the company.
- Use the Grupo Bimbo Total Rewards Model and its mainstays (Compensation, Benefits, Career path, Life/Work) as a tool to attract, motivate and retain associates. All this seeking to strengthen Grupo Bimbo's Associate Value Proposition.
- In the companies with labor representatives, must give them recognition of their legitimacy, respect and consideration that they deserve.

6. Responsibility / Ownership

The Global Labor Relations Department is the assigned owner of this policy and primarily responsible for its content, updating and monitoring its compliance, as well as for the presentation for approval to the Global Internal Control and Risk Management Department, the Steering Committee and CEO.

7. Updates

The changes implemented in between versions are described below:

Revisión / historia de la revisión				
Version	Revision date:	Updated by:	Approved by:	Main Changes
1				