

1. Purpose

Establish the general guidelines for the company and personal mobile devices management with access to Grupo Bimbo infrastructure.

2. Scope

The present policy applies to all the associates and temporary personnel that use company and/or personal mobile devices with access to Grupo Bimbo infrastructure and services.

3. Definitions

Enrollment: Enroll or register a mobile device in a technology platform in order to administrate it as part of the Grupo Bimbo infrastructure.

Mobile Application Management (MAM): Management tool for mobile applications that controls access to internal mobile applications using Microsoft Technology.

Mobile Device: Electronic medium or laptop, with capacities of data processing, internet connection and memory (e.g. smartphones, electronic tablets, smartwatches, digital agendas, digital players, robots, smartcards, etc.).

Mobile Device Management (MDM): Security and management tool of mobile devices.

Mobile Telephony Services (MTS): Communication and access to public and private networks, both voice and data, through a mobile device.

4. Responsibilities

Telecom Services Administration: Manages the billing, monitoring and budget related with the mobile devices inventory managed by the MDM.

Associate: In case of leaving, he/she must return the company device to the area that assigned them. In case to use personal mobile devices, they must be aligned with the general guidelines - personal mobile devices

Functional VP and/or Direct Manager: Approve, through *IT Works*, the assignment of a mobile telephony services to the associate, based on its hierarchical level, inform any change/termination of associates to Human Resources of its Business Unit.

Global Information Security Management: Guarantee the information security content in the mobile devices through the MDM and MAM tools. Grant access to company information for those mobile devices that are not owned by Grupo Bimbo.

5. General guidelines

In order to preserve the information security in the mobile devices with access to the Company infrastructure or service, it is policy of Grupo Bimbo to comply with the following guidelines:

Company and personal mobile devices

For this mobile device kind, it must consider the following:

- In case of litigation situations, the company reserves the right of withholding or conditioning the devices that were used in Grupo Bimbo businesses.

- The Global Infrastructure Department will regulate through MDM, the updates and Corporate applications uses installed in the mobile devices.

Company mobile devices

- The MTS manager in each Business Unit:
 - Will be responsible for assigning the mobile devices, as well as voice and data service plans.
- The Sales Manager or the person assigned by each Business Unit:
 - Will be define the mobile device assigning in commercial processes.
 - Establish the renewal time of the mobile devices for commercial processes.
- The associates that use the company mobile devices must:
 - Request through IT Works, the mobile device enrollment to the MDM tool or any other tools authorized by the company.
 - Take care mobile devices assigned.
 - Accept that mobile devices causing damage and/or interruptions to the operations will be disabled from the network.
 - Avoid modifying, altering and/or installing un-licensed software or any other program that violate the device security.
 - Accept that the company information contained in the mobile devices is Grupo Bimbo property; the device could have personal information of the associate if this does not impede the execution of the assigned tasks or violates any global or local regulation/law.
 - Accept the installation of MDM, MAM tools and/or any other software that Global Infrastructure Department considers necessary.
 - Avoid uninstalling and manipulating any software installed by Grupo Bimbo.
 - Accept mobile device active monitoring in order to identify legal and/or fiduciary responsibilities that could hold Grupo Bimbo liable
 - Attend required awareness trainings as required by Grupo Bimbo.

Personal mobile devices

If an associate is required to use a personal mobile device to access Grupo Bimbo infrastructure or service, the associate will must:

- Comply with everything established in the company mobile devices for associate's assignment section with exception of care of the mobile devices
- Accept that the company will not support neither protect the personal information of this device.
- Accept that only can share the Grupo Bimbo's information through applications that Global Infrastructure Department defines.
- Accept that device will be registered as part of the external mobile devices inventory of the company.
- Authorize an annual recertifying process.

Termination of employment relationship

- The Global Infrastructure Department must ensure through the MDM and MAM tools that, the access credentials will be cancelled, and the information deleted for terminated associates.
- Personnel Department is responsible for collecting the company's mobile devices prior the associate leaving the company.
- The line manager of the associate that leave the company must open a ticket through IT Works for the cancellation of the access services and request for delete information property of the company that was using the associate into the mobile device.
- Alignment with the sections of "Theft" and "Loss and/or physical damage" of the **GGB-010 Global Policy for the Use of Information Assets.**

6. Responsibility/ Ownership

The Global Infrastructure 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:

Revision / History of the revision				
Version	Revision Date	Updated by:	Approved by:	Main Changes
1				