

## 1. Purpose

Establish the general guidelines about permanent transfers of associates with change of country, in accordance with local contracting conditions, which ensure compliance with the Labor, Migration, Fiscal and Social Security Laws.

## 2. Scope

Applies to Vice Presidents, Directors, Managers and Supervisors of all Business Units, affiliates and subsidiaries of Grupo Bimbo, in their different geographies and functions.

## 3. Definitions

**Country or operation of destination:** The one where the associate has accepted to be transferred voluntarily, becoming his / her new country of origin.

**Country or operation of origin:** The one where the associate was hired at the beginning of his / her employment relationship with Grupo Bimbo.

**Local hiring:** Process that defines the conditions under which a service provision relationship is established between the company and the person, in accordance with the laws from the country in which the Company operates and the person is hired.

**Nuclear family:** Refers to the associate, his / her spouse and unmarried children, economic dependent and dependents under the age of 23.

## 4. Responsibilities

**Business Unit Presidents:** Comply with and enforce this policy.

**Global Compensation Department:** Through the Global of International Mobility and Attraction and Talent Management areas, disseminate, implement and ensure compliance with this policy. Coordinate the functions of the local areas of People involved in the processes of documentation, travel, immigration procedure and others related to the movement of the associates. Maintain this policy and its interpretation in force, and if it is the case, submit updates to the Steering Committee of Grupo Bimbo.

**Origin operation People VP:** Support the associate in obtaining the documents required for processing work authorizations in the country of destination, as well as processing the termination in the operation of origin for his / her transfer.

**Destination operation People VP:** Prepare the offer letter for the associate. Ensure compliance with the payment of the benefits indicated in this policy. Validate that the associate and his / her family nucleus are eligible for the corresponding visas and obtain them through a designed agent (if it applies).

**Business Units Administration and Finance VP:** Ensure the application and control of payments made.

**Associate:** Ensure that both he / she and his / her nuclear family have a passport prior to transfer, valid for at least 24 months, provide the necessary documents for the visa process of the destination country. Maintain the work authorization and visas valid. Maintain satisfactorily the migratory conditions and fulfill the fiscal obligations both in the country of origin and destination.

## 5. General guidelines

For Grupo Bimbo, the transfer of associates from one country to another contributes to the retention, development and promotion of talent, to ensure knowledge of the philosophy, culture, processes and to have talent appropriate in countries where GB has operations, it is its policy to comply with the following guidelines:

### Terms

- The country changes will apply to Vice Presidents, Directors and Managers, or, for Supervisors who, due to the change, will be promoted to executive level.
- As an exception for the previous point, the changes of Supervisors will happen only when there are imperative reasons for this, therefore, it is required the express authorization from the Global Functional VP.
- Any procedure or particular benefit derivative of the relocation to the Business Unit of destination will apply in favor of the associate.

### Eligibility

Candidates for a permanent change of country must meet the following requirements:

- Be qualified to fill the vacant position and for which there is no local internal talent.
- Comply with the requirements of the position profile that will be filled.
- Be evaluated as a future leader or business pillar.
- When the language from origin country is different that language spoken in destination country, the associate must have a minimum level of advanced English language proficiency, equivalent to 800 TOEIC points.
- Obtain authorization from the Global Functional VP, Business Unit Functional VP and Business Unit VP of People from the destination Business Unit, Global VP of People and Global VP of Compensation.

### Formalization of working conditions

The People Department from the destination Business Unit must prepare and deliver to the associate, the offer letter specifying the new conditions according to the position they will occupy, those must be authorized by the Global Compensation Department, as well as the date from which the new employment relationship begins.

### Immigration procedure

The immigration procedure will be carried out in accordance with the local laws for the legal entry to the country of the new labor relationship, both of the associate and of his / her nuclear family, according to the following:

- **The company in the country where the expense originates will pay for the immigration procedures of the associate and his/her immediate family only once at the beginning of the movement.**
- Associates and Managers who violate immigration laws and regulations, of the place where the new contract begins, will be subject to disciplinary measures that could include the dismissal from the Company without incurring liability regardless of the legal measures that the countries involved may take against them.

### Termination in operation of origin

The origin company must:

- Terminate the employment relationship with the associate in full, by 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.

- Liquidate all benefits to which the associate is entitled.
- Include in the associate's settlement the proportion of the base days of the annual performance bonus.
- Transfer to the destination operation the estimate, of the assigned and pending to release BEAV shares in favor of the transferred associate, to be paid by the latter, based on the long-term Incentive.
- Comply with the legal requirements that release Grupo Bimbo from future claims by the associate by not being eligible for social security retirement benefits in the country of origin.

### Registration in the destination operation

- The destination operation will register the associate once all the immigration, fiscal and social security requirements in the new country have been completed.
- The associate will adopt the current benefits of the position he will assume in the country of destination.
- The date of entry for seniority and benefits will be the date on which the associate is hired in the new operation. **For future transfers, the country to which the associate is transferred will be considered as the country of origin.**

### Reconnaissance trip

The purpose of this trip is to know the new labor, immigration, cultural, school and housing conditions, as well as medical services, assistance and government programs. This trip will apply under the following guidelines:

- It will have a maximum duration in the destination country of 3 additional working days to the days of transfer.
- The related expenses of the associate and his / her spouse (if it is the case) will be covered by the company of origin, adhering to the definitions and guidelines of the **GGB-013 Global Travel Expense Policy**.
- The destination operation is authorized to hire and pay a company, authorized by the Procurement Department, specialized in international mobility for a maximum of 2 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, they can take the reconnaissance trip to involve him / her in the transfer decision.

### Transfer Trip

**Air tickets in tourist class to the country of destination of the associate and members of the nuclear family who change their residence will be covered by the company of origin.**

### Transfer and installation

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

#### Transfer

- If necessary, the cost of excess baggage of two bags per person according to the weight authorized by the airline.
- **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 will be paid for up to 30 days in a hotel or furnished apartment in the country of destination, while the associate gets an apartment or house.

## Move

- The moving expenses incurred by the associate (estimates, packaging, warehouse, customs and insurance) will be covered.
- The company will not cover the transfer, hospitalization, extradition or move of animals, vehicles, boats, mopeds, or items subject to restrictions in the country of destination, 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.
- The associate may 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 delivered by payroll, paying the corresponding taxes, and subject to the tax provisions of the destination country.
- This benefit must be requested during the first year of the movement, after that period it will no longer be applicable.

## Installation expenses bonus

Once registered on the payroll of the country of destination, the associate will receive a single payment for 40 days of his / her new salary, to cover expenses of residential installation, contracting of services, voltage changes, etc.; this amount will be paid via payroll and will be subject to withholding tax from the country of destination.

## **Tax aspects**

- The Global Compensation Department, with the support of the Global Tax Department, will hire an international tax expert for advice and support associate to ensure that he / she meet his / her tax obligations both in the country of destination and in the country of origin.
- Tax consulting costs will be covered by the destination operation, only during the first year.

## **Transitory**

This policy is valid from July 6<sup>th</sup>, 2020, and therefore it is not authorized to apply retroactive payments of benefits or bonuses.

As long as 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:

**Revision / History of the revision**

Version	Revision Date	Updated by	Approved by	Main Changes
1				
2	3-05-21	Enna Pilar Guerrero	Trinidad Carrandi	<ul style="list-style-type: none"> <li>A transitory guideline on COVID-19 clinical tests was added.</li> <li>Guidelines on settlement, transfer of VEAB shares and tax advice costs were added</li> </ul>
3	17-03-23	Enna Pilar Guerrero	Trinidad Carrandi	<ul style="list-style-type: none"> <li>The immigration costs will be covered only at the beginning of the movement, including the associate's family nucleus.</li> <li>The guideline where mentions that the country where is already transferred permanently, it should be considered as the origin country of the associate.</li> <li>The section Transfer Trip was added.</li> <li>In the subsection transfer were added guideline related to hiring services of cultural training and orientation to the associate, also the days considered for this activity will be workdays additional to days off.</li> </ul>