

1. Purpose

Establish the general guidelines for disused property management that are unoccupied by Grupo Bimbo's operations and its subsidiaries.

2. Scope

This policy applies to the associates of Grupo Bimbo's Business Units and its subsidiaries, in its different geographies, functions and functional areas, that manage and occupy properties, owned by the company.

3. Definitions

Disused Properties: Real estate and Properties that, for its use, is considered as outdated, inadequate, surplus, destroyed or damaged.

Properties: Objects or things subject to appropriation and that could be public or private domain.

Real Estate: Land, buildings, avenues and constructions adhered to the Ground, as well as anything fixedly attached affixed to a property and that could not be separated from it, without damaging the matter or object. For purposes of this policy, the owned properties are owned by Grupo Bimbos Business Units and its subsidiaries and can be are Production Centers, DC's, Sales Centers, Offices or Warehouses, etc.

4. Responsibilities

Global Real Estate Department: Keep updated this policy and monitor its compliance. Manage the Disused Properties, with the General and Functional VPs of each Business Unit, to document and promote its sale. Manage the buy and sell process of the Disused Properties.

General Business Unit Directors and/or Functional VPs: Comply with the guidelines of this policy. Assign the associate responsible within its Business Unit or area, that will act as main contact with the Global Real Estate Department, for the management and actions' execution. Foresee in its annual Budget the necessary amount for the maintenance and security of the Disused Properties, as well as define the cost center for such charges.

Global Security & Protection Department: Safe keep the Disused Properties owned by Grupo Bimbo. Assign the people to monitor the order and integrity of the Disused Properties.

Global Legal Department and local legal areas: Validate with the Global Real Estate Department that the contracts, related to Grupo Bimbo's Real Estate Management, comply with the commercial agreements that gave rise to them, as well as local laws and regulations.

5. General guidelines

To ensure the correct Disused Properties management, owned by Grupo Bimbo and its subsidiaries, and the associates responsible for the functional areas that manage the Disused Properties, should comply with the following guidelines:

Properties that are not used in the Company's operations

- Have all the documentation and current permissions.
- Ensure its maintenance, cleaning and monitoring, until its sale and delivery to the new owner.

Property owned close to be disused

- Provide notice to the Global Real Estate Department, at least 6 months in advance, to commence the marketing of the Disused Properties for sale with a goal to dispose of the Disused Property as

soon as possible.

- Provide notice the Global Real Estate Department, once the property is unoccupied, and comply with the following guidelines:

Totally unoccupied

- The property should be without equipment, exhibitors, documentation, trash, machinery, etc.
- When the property is unoccupied, this should be completely clean, without logos, publicity, nor institutional colors
- Visit and send a detailed report with photos, to the Global Real Estate Department, to communicate the Disused Property's status, once it is unoccupied.

Documentation

- Deliver a copy of all original information of the Disused Property to the Global Real Estate Department.
- Ensure that the owners of the Disused Properties pay the services, to avoid debts (e.g. water, light, predial, etc.).

Maintenance

- Ensure that the associate assigned to be responsible for the Disused Property, keep it in good condition and forbid activities not related to the property (e.g. garbage warehouse, signs, exhibitors, etc.), until its sale.
- Visit the Disused Property, at least once a year, to verify its condition and send a report to the Global Real Estate Department.

Security

- To avoid risks of vandalism, theft, pillage or intrusion, a security guard should be assigned or in its case, an associate that could do weekly visits in the property.
- Ensure that the Disused Properties have the necessary security in doors and Windows, to avoid intrusion of outsiders.
- Deliver the Disused Property's keys to the associate responsible at the nearest management office (e.g. Production Center, Sales Center, etc.) and notify the Global Real Estate Department of the person responsible.

6. Responsibility / Ownership

The Global Real Estate Department is the assigned owner of this policy and remain responsible for its content, update, monitoring of its compliance, and the submission 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:

Revision / History of the revision				
Version	Revision Date:	Updated by:	Approved by:	Main Changes
1	Feb 2022	Cindy Alejandre	Jose Manuel Ramírez	