

1. Purpose

Establish the general guidelines to manage the registrations, cancellations or changes made to the catalogs in the authorized system for asset management (GB Fleet).

2. Scope

This policy applies to Grupo Bimbo associates including its affiliates and subsidiaries in the different geographies that because of their roles and activities, know, work or request registrations, cancellations or changes within the fleet asset catalog.

3. Definitions

Catalogs and Sub Catalogs: Lists that contain references to the attributes of an asset, its maintenance (variable or fixed) and are required for the configuration and data control within the authorized system for asset management (GB Fleet).

GB Fleet: Platform for Fleet asset management where the activity is followed up, the usage, the operating expenses and fleet maintenance, autovend machines, workshop and shipping equipment, also follow up of the Road Safety Management (drivers and their accidents) and supervision in Grupo Bimbo, agile technological, scalable, global and robust platform.

4. Responsibilities

Global Fleet Department: Authorize and register, cancel or make changes within the catalogs, sub-catalogs and attributes that make up the assets' characteristics in GB Fleet.

Fleet Directors responsible: Authorize and convey the operative needs of catalogs to the Global Fleet Department.

Fleet Operatives responsible: Keep the information up to date of all fleet assets in GB Fleet by using the catalogs for better management.

Fleet Administrative: Keep the information up to date of assets in GB Fleet, including the information identified of the asset, permits and certifications that allow to drive and transport by complying with the regulatory framework and local regulations.

Technical study and Fleet Operation responsible: Detect and propose to the Director responsible, the changes to the catalogs for control purposes, new practices or new types of equipment.

5. General guidelines

To safeguard the property, the usage and appropriate maintenance of the fleet owned by Grupo Bimbo, the following guidelines are established:

- The fleet operation responsible should register all the fleet assets owned or leased in GB Fleet, also confirm the information of the certifications, permit and attributes of the fleet in the same system is up to date.
- The fleet operation responsible should request within a maximum of 24 hours the difference of the cancellation or change of the fleet in GB Fleet to the Fleet Administrative, to ensure that it is applied in GB Fleet.
- To ensure the records, cancellations or changes within the fixed asset system, the fleet responsible should follow up the notifications received from the integration of fixed assets in Oracle and GB Fleet.

By identifying any difference, it should be justified between the local and fixed assets responsible in the Business Unit.

6. Responsibility / Ownership

The Global Fleet Department is the assigned owner of this procedure and main responsible for its content, update, monitoring for compliance, and submission for approval to the Global Internal Control and Risk Management Department.

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	December 2022.	Efraín Alvarez Guevara	Luis Alberto Campos	