

1. Purpose

Establish the general guidelines for determining the commission amounts to be paid by Grupo Bimbo to salespersons from all Business Units.

2. Scope

This policy is applicable to all Sales departments and areas from each Business Unit of Grupo Bimbo.

3. Definitions

Commission: Percentage derived from the sale of a route, intended for the variable remuneration paid to a salesperson.

Incentives: Payment to the salesperson, which may include different variables or indicators such as route sales, returns, customers, etc.

4. Responsibilities

Sales Director: To ensure operational compliance with the guidelines established in this policy.

Sales VP of the Business Unit or Sales Sr. Director: To validate that the modifications requested by any Sales Director comply with the guidelines established in this policy.

Personnel Director: To validate that the modifications requested by the Sales Director comply with the Global Compensation Department's procedures and that any labor aspects involved are duly taken care of.

Finance VP/Director of the Business Unit: To validate that any determinations or modifications made to commissions and incentives are aligned with the Business Unit's financial objectives

Business Unit VP: To ensure that his/her Business Unit has valid procedures for the definition and updating of sales commissions and incentives and that these ones are aligned to the Global Sales and Compensation Departments' guidelines.

Global Compensation Department: To establish, with the Global Sales Department, incentive models to the salespersons of Grupo Bimbo and to validate any change in the sales commissions and incentives.

Global VP of Sales: To monitor compliance of this policy and promote that best practices are replicated.

5. General Guidelines

When establishing and updating sales commissions and incentives, the following guidelines must be met:

- Each Business Unit must establish sales commissions or incentives to motivate salespersons to achieve better sales' results.
- All commissions should be established according to the market, the economic condition of the Business Units and its specific needs to improve the sales.
- The compensation methods, that are different to the commission percentage, should be aligned to the incentive models authorized by the Global Compensation and Sales Departments.
- Any change in the sales commissions should be approved by the Global Compensation and Sales Departments.
- In case of modifying or updating sales commissions or incentives, the next approval flow must be followed:
 - The Sales Director proposes modifications to the sales commissions based on a business case and sends them to the Business Unit's Personnel and Finance departments for validation.

- Once the prior validation is done, the Sales VP of the Business Unit, or the Sales Sr. Director, must send the commissions for approval to the Global Compensation and Sales Departments.
- Once the commissions have been validated and approved, the Business Unit VP validates the proposed modifications and authorizes the sales' commissions.

6. Responsibility / Ownership

The Global Sales 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				