1. Purpose

Establish general guidelines related to the fleet management, aligned with the Planet pillar of the Grupo Bimbo Sustainability strategy, according to the commitment defined by the CEO office.

2. Scope

The present policy applies to Vice presidents, Directors and associates that manage the fleet of any Organization and subsidiaries of Grupo Bimbo.

3. Definitions

Drinking water: Purified water from the supply network of the local entity.

Recycled water: Water previously use on other activities and processed to substitute drinking water, only if it meets the required quality for the use that will be given.

Ozone layer: Natural atmospheric layer, located between 15 and 30 kilometers above the ground, that acts as a protector against ultraviolet radiation B emitted by the sun.

Alternative fuels: Those different to diesel or the gasoline. (i.e. naphtha gas).

Waste co-processing: Use of waste as a power source in industrial processes, to replace the use of non-renewable fuel (i.e. coal, petroleum or natural gas).

Carbon footprint: Indicator that measures the impact from the global warming. This environment indicator is the absolute sum of all the emissions from greenhouse gas caused directly or indirectly from an individual.

Water footprint: Usage indicator of fresh water, that it refers to both the direct use of water from a consumer or producer, and its indirect use.

Waste: Discarded material, by-product or product during the process.

Waste management: Individual or combined activities of waste reduction from the origin, separation, reutilization, recycling, co-processing, biological treatment, chemical, physical, thermal, gathering, storage, transportation and final disposal.

Recycling: Process that consists on the transformation of the waste or used material in new goods or products for reuse, either through an internal process or through a third party.

Dangerous residues: Those with intrinsic properties that represent a risk to health and/or the environment.

Solids and Grease traps: Receptacles, located between the drain lines or the liquid waste generator point and the sewers, that allows the separation and recollection of grease and oil from the used water and prevent these materials from entering the network.

Potential global warming: The measure in which a determined greenhouse gas contributes to the global warming.

4. Responsibilities

Responsible Director of the vehicle fleet: Ensuring compliance of all the established local regulations and environmental indicators and, in case of deviations, implement actions for correction. Recollect and report these indicators monthly through the tools that the Global Fleet Department define.

Responsible for vehicle areas: Ensuring compliance of all the valid legal requirements and environmental commitments in the countries in which the Organization operates, as well as stick to the global environmental strategy from vehicles, to the initiatives that promote the efficient use of resources and the environmental indicator of Grupo Bimbo.

5. General Guidelines

In order to comply with the global strategy of environmental management and the *FGB-EOP-01 Global Environmental Policy* of Grupo Bimbo, the Vice presidents, Directors, managers and associates that manage the fleet of any Organization must:

Carbon footprint

- Foment the use of technology to reduce the emission generation to the environment.
- Have a conversion plan of the conventional fleet to vehicles that work with alternative fuels, privileging electro mobility.
- Use friendly refrigerants with the ozone layer, that is, for its physicochemical characteristics, to avoid damaging the ozone layer and that have a potential global warming minimum. (≤ 1).
- Comply with the defined maintenance plan for each type of vehicle.
- Ensuring that the use that is given to the vehicle, at the moment of the assignment of any associate, be in accordance with the purpose for which it was acquired.
- Guarantee the permanent register, through the established tool from the Global Fleet Department, the consumption by fuel type, travel and the generated emissions for the vehicle fleet, for their monitoring, control and improvement.

Indicators

a. Fuel efficiency = Kilometers traveled / Fuel Consumption (Lts.)
b. Emissions per kilometer = CO_2 issued / Kilometers traveled
c. Absolute emissions: Metric tons of CO_2
d. Percentage of vehicles with alternative fuel = Vehicles with alternative fuel / Total of the own and third party fleet.

Water footprint

- Reduce to the minimum of the water consumption in the washing process of the vehicle bodies.
- Foment the use of recycled water and the rainwater collection, even if the washing service is done by own or third party personal.
- Have solid waste and grease tramps in all the washing areas, that ensure sewage network discharges do not contain contaminants.
- Have flow meters of drinking water used in vehicle washing.
- Report the used drinking water, rain and recycled water consumption, in the established tool by Global Fleet Department.
- In case of the third-party services, the supplier must be requested to report the used water consumption for washing our fleet.
- When washing process is done in own facilities, there must be special recycling water system for the vehicle bodies washing and with a plan of installation of rainwater collection systems to be used in the filling of recycling systems and for various services.

Indicators

a. Drinking water consumption: m3
b. Rainwater consumption: m3

c. Recycled water consumption: m3

Waste management

The waste must be managed, stored and transported according to the local environmental and Grupo Bimbo regulations, considering the following:

- Recycling must be a priority.
- Use the co-processing of said waste as resource prior to confinement, through the authorized supplier.
- Have a waste management and collection program, in accordance with local legislation.
- Have a delimited area (where applies) specifically to the dangerous, non dangerous and special waste management that are generated in the activities carried out in the workshops, which has the following:
  - Ventilation to prevent gas accumulation.
  - Emergency procedures.
  - Sealed illumination to avoid risks from sparks (anti explosion).
  - Grating gutter and containment equipment for spills or leaks.
  - Chemical safety data sheet.
- Fill the containers to a maximum of 80% of their capacity.
- Have an authorized supplier for the final disposition of the waste.
- Have with the documentation that certifies each disposition (confinment manifest).
- Report the quantity of generated waste, in the established tool by the Global Fleet Department.

Indicators

a. Dangerous residues generation: kg y lt
b. Progress in the implementation of initiatives (flow meters, recyclers, rainwaters harvesting systems, dry cleaning implementation, etc.): in absolute numbers and percentage (%) vs the established goal.

Outsourcing services

In case some of the processes mentioned above be done by third parties, the responsible of vehicles must hire negotiated suppliers that meet the requirements implied in this policy, integrating sustainable practices, and the comply with the regulatory framework corresponding to the turn.

6. Responsibility / Ownership

The Global Fleet 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				