



# Global Policy for the Use of Grupo Bimbo Vehicles

Global Fleet Department

FGB-FL-09

## 1. Purpose

Establish the general guidelines for the use of vehicles for primary and secondary, leased or owned by Grupo Bimbo.

## 2. Scope

This policy applies to associates who use and are responsible for a vehicle for primary or secondary, transportation services, as well as their direct managers and those responsible for vehicles in all Grupo Bimbo Business Units.

## 3. Definitions

N/A

## 4. Responsibilities

**Persons Responsible for Vehicles in each Business Unit:** Guarantee that the vehicles are used in the activity defined in their assignment, in addition to compliance with this policy, the **FGB-FL-02 Global Policy for the Use of Safety Devices in Vehicles of Grupo Bimbo** and the **FGB-FL-08 Global Road Safety Policy**, as well as the road safety regulations of their Business Unit.

**Direct Managers of the drivers:** Guarantee that the drivers under their charge comply with the guidelines of this policy, that they respect the activity for which the vehicle was assigned, that it is always transported at the maximum established capacity, and that the route is always as short as possible.

**Drivers:** Respect the guidelines established in this policy and in **FGB-FL-08 Global Road Safety Policy**. Comply with the traffic regulations applicable to their location and the internal policy and regulations of Grupo Bimbo.

## 5. General guidelines

To guarantee the correct use of vehicles, all drivers must comply with the following guidelines.

### **When operating**

- Use the vehicle only for the defined activity.
- Always use the most safe and efficient route.
- Always carry the documentation required by the local authorities, so that the vehicle can circulate.
- Maintain, in accordance with the recommendations of the person responsible for maintenance, the safety, presentation, cleanliness and levels of oil, liquids and tire pressure of the vehicle.
- Refrain from smoking, driving while intoxicated or under the influence of any substance that prevents safe driving of the vehicle.
- Refrain from transporting any type of animal.
- Refrain from using headphones or earbuds while driving.
- Refrain from the use of cell phones, Global Navigation Systems (GPS) and electronic devices while driving.
- Prevent unauthorized persons from driving the assigned vehicle.
- Refrain from wearing sunglasses inside the Grupo Bimbo facilities, when serving clients and at night.
- Refrain from moving merchandise or products outside of Grupo Bimbo.
- Fill out required Driver Vehicle Inspection Report (DVIR) per governing body requirements.

### **Maintenance**



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- Refrain from making any type of repair or installing accessories on vehicles, in workshops not authorized by the department in charge of Vehicles, including manufacturer agencies.
- In the event of a breakdown in route, request authorization from the department in charge of Vehicles to hire a repair service.

### Gas

- Comply with the **FGB-FL-03 Global Policy for Fuel Control and Monitoring**.
- Refuel to a full tank and only at authorized service stations.
- Comply with the process established by the local Accounting and Vehicle areas for fuel control.
- It is forbidden to extract fuel from the tank or fill non approved vehicles.
- In case of supplying fuel incorrectly or that does not correspond to the type of vehicle, the driver will be responsible for the charges related to the repair and correct filling.

### Vehicle conditions

- The assigned driver must keep their vehicle clean inside.
- Regardless of the brand or model of the vehicle and department to which the driver belongs, the vehicle must be delivered in the same conditions in which it was assigned.

### Is prohibited:

- Modify any aspect of the image inside or outside the vehicle.
- Use the vehicle for personal purposes.
- Place any adornment or accessory inside or outside the vehicle (e.g. supports, cargo baskets, etc.).
- Disconnect or sabotage the safety devices installed in the vehicle.
- Transport people outside company associates.
- Install electrical outlets or electrical equipment not authorized by the department responsible for Vehicles.
- Veer from defined route.
- Take vehicle from the facilities, without authorization from the Vehicles area once it has returned from the route.
- Drive with the doors open.
- Drive on the highway after 8:00 pm if the transport is secondary.
- That the secondary transportation vehicle spends the night outside the facilities designated by the department responsible for vehicle.

## 6. Responsibility / Ownership

The Global Fleet Department is the assigned owner of this policy and is primarily responsible for its content, updating and presentation for approval before the Internal Control Department, the Steering Committee, and the General Department.

## 7. Updates

Changes made between versions are described.

Review / Review record				
Version	Review date	Updated by	Approved by	Main changes
1	Dec 2022	Efraín Álvarez and Adrián Cuellar	Luis Alberto Campos	