1. Purpose

Establish the security measures guidelines for the transportation of Grupo Bimbo associates, between work facilities and any other location, in owned or third parties vehicles.

2. Scope

This policy applies to associates, of any level, that are responsible for the transportation management of Grupo Bimbo associate, as well as those who make use of them in the Business Units or countries where this service is provided.

3. Definitions

Telemetry: System that allows monitoring or remote tracking through data that is transferred to a control center.

4. Responsibilities

Global Fleet Department: Define and communicate the guidelines of the present policy and update it when is required.

Fleet / Logistic areas of the Business Unit: Communicate this policy within their Business Unit and ensure its compliance.

Business Unit Fleet responsible: Comply with the established guidelines of this policy.

People Department leaders (Global and in the Business Unit): Communicate this policy to all parties involved (management, associates, union representation, managers, supervisors, etc.). Work together with the local Fleet and/or logistics responsible for communication, understanding and compliance.

Global Safety and Wellness area: Communicate this policy to its counterparts in each Business Unit and support the safety initiatives that the Global Fleet Department defines on associates transportation.

Business Unit Procurement areas: Negotiate and authorize the associates transportation services according to the established requirements of this policy.

Associates / users of the transport: Comply with the established guidelines of this policy.

5. General guidelines

In order to ensure the safety of the associates, when they use the assigned transportation of the company, it is mandatory to comply with the following guidelines:

Vehicles for associates transportation

The fleet responsible must ensure that owned or third party vehicles for associates transportation have the following safety elements:
- Seat belt in all seats.
- Speed controller restricted to 80 km/hr and warning alarms when reaching 80Km/h in highways and 40 Km/h in city.
- Lane invasion, road exit, and collision warning device.
- GPS linked to telemetry.

Certifications, driving licenses and insurance

The fleet responsible must ensure that all, owned or third party's vehicles keep the permits, certifications and insurance policies (applicable to the driver, vehicle and passengers) required by the local authorities and according to the company guidelines.

Drivers

The fleet responsible must ensure that all drivers have:
- Current driving license according to the type of vehicle and according to the guidelines required by the local authorities.
- Two years driving experience the type.
- Approved health and anti-doping tests every 6 months, complying with the assessment criteria required by the local authorities.
- Proven driving training (internal if its associate of Grupo Bimbo or external if the operator is hired by a third party) through proof of skills.
- Driving schedules and resting record.
- Written prohibition to:
  - Avoid the use of distractors when driving (i.e. cellphones, headphones, etc.).
  - Not exceed the vehicle capacity and ensure all passengers remain to sit.

Users

The associates that use the transportation must:
- Respect and comply the local procedures for transportation of associates issued by the Global or Local People Departments.
- Respect the vehicle capacity and do not travel standing during the transport journey.
- Use the seatbelt at all times.
- Do not smoke inside the vehicle.
- Do not distract the driver during the journey.

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				