

1. Purpose

Regulate participation in the Baking Science and Technology ("BS&T") resident course, taught by the American Institute of Baking.

2. Scope

Applies to associates whose responsibilities are directly involved with the manufacturing area in any Grupo Bimbo Business Unit.

3. Definitions

BS&T Course ("Baking Science and Technology"): An event hosted twice a year lasting 16 weeks at the American Institute of Baking ("AIB") facilities in Manhattan, Kansas.

4. Responsibilities

Business Unit and Functional Vice Presidents: Ensure that these guidelines are fulfilled in all operations and corporate offices under your responsibility.

Global Operations Department: Provide the contact details to register for the BS&T course.

Operations Department of each Business Unit: Register the associates of your Business Unit who will participate in the BS&T course, carry out all the necessary procedures with the AIB to assume the cost of the course and related expenses.

Participants entering the U.S.: Process their passport and student visa prior to the event, and fully comply with this policy.

5. General guidelines

The Business Unit Vice Presidents of Grupo Bimbo will only send associates to the BS&T course who fulfill the following requirements:

- That their position be associated with the production.
- That they be evaluated as potential talent in development.
- That they have taken the classes available at GB University
- That they work at the executive, Vice President or training level of the manufacturing area.

All associates participating in this event must verify their expenses with the corresponding receipts and/or invoices, according to the following guidelines:

Travel

- The associate may be accompanied by one person, be they of blood relation or not, for up to the duration of the course; therefore, the associate is authorized to purchase two round-trip air tickets from his/her place of residence to Manhattan, Kansas.
- The associate will assume all the expenses of any additional companion who joins them on the trip.
- The associate may choose to travel by land, using their private car, respecting to the following:
 - This applies exclusively to participants residing in Mexico or the United States.
 - The associate will be authorized the equivalent of the value of one or two plane tickets, round trip (depending on whether they are traveling alone or accompanied), from their place of residence to Manhattan, KS, to cover the expenses that arise, for both the departure and return trips (payment of tolls, mileage, hotel, and meals).

- To authorize this amount, it is necessary that the associate provide a quote from the travel agency guaranteeing the total amount.
- Before entering the United States by private car, the associate must file civil liability insurance.
- The insurance mentioned in the previous point is in addition to the traditional car insurance, and the associate must purchase it in Mexico as part of the equivalent amount of the cost of the airplane tickets.

Accommodation

- Upon arriving in Manhattan, KS, the associate may stay in a hotel for up to two nights, while they arrange for lodging, services, open a bank account, and any other pending activities that must fulfilled prior to starting the course.
- Similarly, at the end of the event, the associate may stay in a hotel for up to two nights to finalize any necessary settlements.
- The associate must verify the above expenses separately.
- The associate must process the hosting service.

Insurance for major medical expenses

- In the case of accompanying relatives and associates who are supervisors not from the United States, it is necessary to arrange for medical insurance, with emergency coverage abroad, for the period of time that they will be outside the country.
- For this purpose, the associate's direct boss, in conjunction with the personnel area, will contract this service according to the local procedures of each country.

Additional costs

In addition to the expenses mentioned in the previous sections, participants will have a maximum daily allowance of USD \$120 (one hundred twenty US dollars), regardless of whether they travel alone or accompanied, to cover the costs of lodging, food, services (internet, electricity, etc.) and a car (if you decide to rent one).

6. Responsibility / Ownership.

The Global Operations 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				