

1. Purpose

Establish the general guidelines for fire prevention that must be complied at any Grupo Bimbo workplaces.

2. Scope

The present policy applies to all associates, at any level, who are responsible for fire prevention management at Grupo Bimbo workplaces in all its Business Units, affiliates, and subsidiaries.

This standard establishes the minimum conditions to comply with and does not replace the official regulations in force for each country, in such a way that, if the standard of each country establishes design conditions or specifications lower than this one, this standard must be applied; on the contrary, if the regulation of each country establishes superior characteristics or specifications, each country regulation must be applied.

3. Definitions

Business Unit Crisis Committee: A team responsible for handling in a timely and effective manner a potential or real crisis event generated at any Grupo Bimbo area or facility, to minimize the impact on consumers, brands, image, and business.

Certified and specialized expert: Technical authority with jurisdiction over fire subject matter.

Declared fire: It is a fire developing without space and time control.

Fire brigade: A Grupo Bimbo associates team, trained in basic fire prevention and protection and emergency care.

Firefighting equipment: Systems and/or devices, automatic or manual, installed and available to control and fight fires.

Fire prevention regulations and guidelines: Provisions and guidelines that regulate Grupo Bimbo fire prevention must be implemented for the end purpose they were created for.

Fire protection: All those devices, equipment, or physical conditions adapted to be used for fire emergency support.

Grupo Bimbo Fire Prevention Committee: Team formed by associates of Procurement, Operations (DGO), Safety and Wellness, Real Estate, **Insurance & Surety, Internal Control & Risk Management, and Corporate Affairs** who oversee fire prevention management at Grupo Bimbo, from guidelines issuance to validate its compliance

Incipient Fire: A fire in its most initial stage that can be controlled or extinguished through portable extinguishers, fixed manual fire-fighting systems, or other conventional suppression means, without the need for basic firefighter protective clothing or equipment.

SWAT Team: Internal teams in the workplace whose objective is to monitor the implementation of activities focused on early fire prevention.

Workplace: All those places such as properties, facilities, and areas in which production, marketing, transport, sales, storage, or service activities are carried out, or in which people who are subject to an employment relationship work.

4. Responsibilities

Grupo Bimbo Steering Committee: Promote and enforce this policy. Manage the necessary investments for the installation and maintenance of firefighting systems. Demand to their direct reports the accountability of installation, maintenance, and preventive programs mentioned in the current policy. **Review and follow-up to the incipient or declared fire to avoid similar events to happen again.**

Business Unit VPs: The main ones responsible for the safety of all the associates and assets of their **Business Unit**. Promote and ensure the accomplishment of this policy. Manage the necessary investments for the installation and maintenance of firefighting systems. Consider in their annual budgets line items for key associates' training in the firefighting management system, and for fire brigade members training and certification events. Demand accountability from their direct reports on the installation, maintenance, and fire prevention programs mentioned in this policy. **Be accountable to Grupo the Bimbo Steering Committee and the Fire Prevention Management Committee** in the cases of incipient or declared fire, and corrective and preventive action plan to prevent similar events from occurring. To integrate the Crisis Committee.

Global Operations Department (DGO – for its initials in Spanish): Define fire protection level (**medium or high**) in Grupo Bimbo facilities corresponding to the risk level identified; follow up on the execution of capital investment established for these matters. Define fire prevention guidelines for any Grupo Bimbo workplace. Oversee effective compliance with regulations and guidelines through the Engineering department of the Business Unit. Keep this policy updated.

Global Fleet Department: Oversee effective compliance with fire prevention guidelines in vehicles and workshops. Assess and, if necessary, take action to prevent fire in the vehicles fleet and workshops in sales and distribution centers. Communicate the events that occur in the case of incipient or declared fires. Coordinate and follow up on the action plans derived from incipient and declared vehicle fire.

Global Sales Department: Oversee effective compliance with fire prevention guidelines in the sales centers. Participate and follow up on the preventive and corrective actions derived from an incipient and a declared fire in the sales centers of Grupo Bimbo.

Fire Prevention Management Committee: Identify and analyze the fire risks of Grupo Bimbo. Define guidelines and regulations for fire prevention. Follow up on the accomplishment of fire prevention guidelines in the different Business Units. Keep firefighting guidelines in force and up to date. Define the global fire prevention strategy. Follow up on the preventive and corrective actions derived from an incipient or declared fire in the work centers **and report them to the Crisis Committee's Global Coordinator. Select, every quarter, the cases that the Business Unit VPs will report at the Grupo Bimbo Steering Committee.**

Global Insurance & Surety Department: Insure all the goods and real estate of Grupo Bimbo. Identify, analyze, and look to mitigate fire risks. Evaluate the risks of Grupo Bimbo's facilities, through the insurance team and their suppliers. Analyze the risks identified and address them in accordance with best practices and international standards. Validate the effective compliance of the prevention measures issued by the DGO. Provide experts with knowledge of international standards to issue follow-up reports. Provide training and technical advice with third parties. Jointly with DGO, monitor the execution of capital investment designated for firefighting systems.

Global Procurement Department: In charge of supplier relations and selection. Ensure accomplishment of the guidelines and specifications defined by the DGO about fire prevention. Ensure compliance with the **FGB-PR-01 Global Procurement Policy**.

Global / Local Safety and Wellness Management: Coordinate the regulations related to Industrial Safety in Grupo Bimbo's operations. Follow up on prevention training. Supervise and guarantee the effective

accomplishment to with the policies issued by the DGO. Communicate the events that occurred to the officers in charge of safety and wellness of the Business Unit in the case of incipient and declared fires.

Global Real Estate Department: Comply with the guidelines established by DGO, Safety and Wellness, and the Global Insurance & Surety Department on the execution of acquisition, leasing, and construction (new, remodeling and expansion) projects.

Global Internal Control and Risk Management Department: Manage business risks (ERM). Provide support to functional departments on the issuance of applicable regulations. Give support on the definition and launch of auto-evaluation questionnaires, focusing on critical control items.

Business Unit President: Verify and facilitate the implementation of this policy in all the workplaces under his/her responsibility, as well as promote strict accountability for non-compliance with this policy.

Workplace highest authority: Implement the fire prevention model in his/her workplace. Implement and monitor the activities of the SWAT Teams. Communicate to the Functional VP and Business Unit President, and the National Safety and Wellness responsible, all incipient or declared fires that occurred in the workplace, as well as those in vehicles and trailers, in a preliminary report (within the first 8 hours of the event) and through the security alert (no later than 72 hours).

5. General guidelines

The documents for the management of Grupo Bimbo fire prevention are in the global functional compendium, in the Global Operations Department-Assets Management section which are based upon international standards and regulations proper to the country, therefore:

- All the heads/associates, of any level, responsible for the management of the Grupo Bimbo firefighting system, must comply with the guidelines established in the compendium.
- Any deviation from such standards, originated by a cause outside of the company's control, must be subject to the authorization of the management Grupo Bimbo Fire Prevention Committee.
- All workplaces must have extinguishers according to the type of fire, hose stations, smoke and/or heat detection systems, alarms, and automatic extinguishing systems in fryers (CO2 double shot) according to local regulations and specified in the **PGB-MN-01 Fire Protection System Specification**.
- **Sprinklers must be installed as stated in the PGB-MN-01 Fire Protection System Specification.**
- No Business Unit may install firefighting systems independently and without the involvement of Global Departments, according to established herein.

Compliance with the insurer's recommendations

- All the workplaces, in coordination with the responsible for engineering and maintenance of the Business Unit, must follow the recommendations resulting from any assessment from an appropriate insurer, categorizing them by priority level and defining due dates. If recommendations were not to be attended by the set period, the Fire Prevention Committee ought to escalate communication to the DGO and the Steering Committee of Grupo Bimbo.
- The workplace, in coordination with the Fire Prevention Committee must define which recommendations to attend to, based on the requirements stated hereby and/or in the **PGB-MN-01 Fire Protection System Specification**.
- The Fire Prevention Committee must consider the following criteria regarding the time and investments required when evaluating all recommendations for their implementation:
 - Administrative: Doesn't require an investment (Immediate implementation)
 - Low investment: Up to 50,000 USD (Implemented in less than a year)
 - Medium investment: from 50,001 to 100,000 USD (implemented in 1 year)
 - High Investment: greater than 100,000 USD (implemented for more than 1 year)

- The Business Units must present a CAPEX investment plan, starting from the first year in which the recommendation was issued, replicating it, if necessary, for the next four years.
- The DGO shall monitor the execution plan for investments in fire protection systems every quarter.

New workplaces and installation of new equipment.

- New workplaces and new equipment installations must be provided with fire detection and firefighting system based on the level of protection and/or existing risk type in the new equipment, considering the following:
 - **Medium:** includes manual fire protection system through hose stations, fire detection, and alarms.
 - **High:** includes as stated in the medium level protection and also an automatic sprinkler system in row material and finished product storage areas.
- In addition to the assigned protection level, the following equipment must have the following systems:

Equipment	System		
Fryers	Fire detection and alarm	Double discharge based	CO2
Griddles and Ovens	Water based at the exit of the equipment		

- Any deviation must be authorized by the Operations VP of the Business Unit and formally communicated to the DGO, Global / local Safety and Wellness Department, and the Global Insurance Department.
- During the startup and commissioning of new facilities and/or equipment, the project leader must:
 - Conduct a fire risk analysis and implement the measures to mitigate the identified risks.
 - Document the above in the emergency plan of the workplace.
 - Have mobile firefighting equipment available on site in case of an emergency.

Newly acquired workplaces.

In newly acquired workplaces, the highest authority of the workplace must:

- Have a fire risk analysis, performed by a specialized company, that must include: the type of building construction materials, firefighting system installations (detection, alarms, and hydraulics), processes (e.g., manufacture, paint, etc.), gas equipment, raw material, and finished product warehouses and any other that may be considered important.
- Evaluate the risk level of all findings, considering criteria safety, business continuity, local regulatory compliance, and risk of impact on product quality.
- Define and document action plans with responsible parties and compliance dates in the Organization's investment and improvement plan, to achieve the defined level of protection in a period of less than 4 years.

Lines of defense

The highest authority of the work center is responsible for:

- Verify the implementation of operative and administrative lines of defense, such as cleaning programs for ovens and stacks, preventive and predictive maintenance programs, fire prevention and detection equipment verifications, and combustion equipment inspections.
- Implementing the line of defense corresponding to fire prevention and firefighting new technologies (5th fire defense).
- Include the identification and correction of electrical, mechanical, and process defects in the work center's maintenance program.

SWAT Teams

All production centers must integrate a SWAT Team and work actively, with the fire brigades, in the early prevention of fires. The SWAT Teams will be responsible for verifying that there are operational and administrative lines of defense in the workplace, in compliance with the frequencies and methods established in the maintenance programs of each production center.

Evaluation and inspection

- All Business Units must have a team of in-house experts with technical knowledge for following up on the fire prevention guidelines and regulations, supported by associates of engineering, and Safety and Wellness. The DGO and the Operations VPs of each Business Unit must ensure the creation of these teams, that they are properly trained and that they operate by the established guidelines herein.
- The workplace's highest authority and Maintenance department are responsible for carrying out the self-evaluations established by the Grupo Bimbo fire prevention management team.
- All the heads/associates in charge of fire prevention management must permit inspections and auditing of the physical state of the firefighting equipment installed, the execution of the required operational procedures, and compliance with defined standards.
- The Functional VPs involved must follow up on and request periodic progress reports regarding the attention to the actions derived from inspections, audits or self-evaluations, or insurance third-party visits. The Safety and Wellness area of the Business Unit will supervise the accomplishment of the auto-evaluations.

Training and certification

- The fire prevention management Committee is responsible for promoting the formation of in-house experts on fire prevention management in all its Business Units.
- The Global People Department and - Global Safety and Wellness Management must train all associates in all work centers on how to use an extinguisher, as well as the basic measures of fire prevention.
- All workplaces must have brigade members in all departments and shifts, trained and certified to give support in a fire emergency. The People Department and Global Safety and Wellness Management are responsible for designing strategies that allow brigades establishment and trained brigade members.
- The workplace's highest authority is responsible for requesting advice from the local Safety and Wellness department for creating brigades.
- The workplace's highest authority must provide support to associates (direct or not) for training and certification activities.
- Each workplace is responsible to carry out fire drills according to their established annual program.

Fire Protection System Maintenance

- When installing fire protection systems, either the specifications of Grupo Bimbo or the official regulations in force in each country must be met, whichever has the highest technical level.
- The highest authority and the asset management area of the workplace shall ensure that - firefighting equipment is available and in optimum operating conditions, by established standards and policies and will also ensure that the annual maintenance program is complied with.
- In case of a need to disable the firefighting system or mobile equipment, for maintenance, the highest authority of the work center must:
 - Notify the Business Unit Engineering and/or Maintenance Manager, the Safety and Wellness Manager, and the Global Insurance & Surety Department so that the latter notifies the insurance carrier of the partial or total impediment of the fire protection system.
 - Establish alternate fire protection actions, during the period of a partial or total fire system interruption.

- Obtain approval from Operations Business Unit VP and communicate it to the collaborators indicated in the previous points, by the following:

Maintenance Type	Approval required	Notify
Programmed <8hr	No	At least 48 hours before the event
Programmed >8hr	Yes	
Unprogrammed	No	Estimated time of solution, within the first 4 hours

- The Fire Prevention Committee must evaluate the level of workplace protection before the implementation of a new fire systems project.
- It is not allowed, under any circumstance, to use fixed and mobile equipment for training purposes.

Declared fires

- In no circumstance is it allowed that an associate attempt to extinguish a declared fire.
- On declared fire presence, the workplace's highest authority on site must comply with the following guidelines:
 - Issue the facility evacuation order and request the firefighter's presence to official emergency services.
 - In no circumstance is it allowed Grupo Bimbo associates (even if they are brigade members) to make use of firefighter's exclusive equipment (hydrants with a diameter larger than 2.5 inches).

Communication

- All incipient and declared fires must be subject to an investigation of their causes, and preventive and corrective actions must be defined. The highest authority of the workplace is responsible for leading the investigation. The departments of Safety and Wellness and Asset Management of the workplace must participate in the investigation. The Functional Department is responsible for following up on the corrective and preventive action plans derived from the investigation, and for the progress report for the Management Committee for the prevention of fires.
- In the event of declared fires, investigate through a specialized and certified expert in the corresponding standard.
- Activate the Business Unit Crisis Committee for all declared fires.

Fire Protection System Impediment Notification

- When obligatory (emergencies) or programmed (maintenance) to suspend the total or partial operation of the fire protection system of the GB workplace, it is mandatory to follow the procedure **PGB-MN-02 Notification for the Fire Prevention System Impediment procedure**, which establishes the activities to be followed and the precautions against the vulnerability of a sinister.

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 the CEO.

7. Updates

The changes implemented in between versions are described below:

Revision / History of the revision		
Publication date: Jul, 2019	Replace: N/A	Page: 6 of 7

Version	Revision Date	Updated by:	Approved by:	Main Changes
1				
2	26/03/2020	Carlos Daniel Morales / Rogelio Arreguin	Liborio Villalobos C.	<ul style="list-style-type: none"> The protection levels per bakery were removed. The Global Insurance and Surety Department name was actualized. A guideline for firefighting equipment in all workplaces was added. The responsibility of the highest authority of the workplace was added. Lines of Defense and Fire Protection System Impediment Notification were added.
3	17/08/2020	Octavio Valencia / Rogelio Arreguín	Liborio Villalobos C.	<ul style="list-style-type: none"> The definition, Integration, and responsibilities of the SWAT Team were included. Compliance guidelines were added to the recommendations of the fire systems insurers.
4	12/10/2022	Octavio Valencia / Antonio González	Liborio Villalobos C.	<ul style="list-style-type: none"> Criteria that make the installation of sprinklers mandatory are added. Mandatory fire prevention requirements are added for the commissioning and definitive operation of new workplaces and installation of new equipment. It establishes the approval requirements for partial or total interruptions of the fire protection system, as well as the time required to carry out maintenance. The requirements of the fire risk analysis to be performed in newly acquired workplaces are added.