

1. Purpose

Establish the general guidelines for internal promotions that involve a change of level for Grupo Bimbo associates.

2. Scope

This policy applies to the associates selected to backfill vacancies at Supervisor, Manager, Director and VP level, of all Grupo Bimbo's Business Units, in its various locations and functions.

3. Definitions

Diverse group: Group of at least three candidates with protected diverse characteristics. The characteristics that are protected by local law include but are not limited to: sex, gender, gender identity, gender expression, sexual orientation, ethnic origin, religion, race, color, nationality, age, disability, and civil status.

Key job position: Job position with a high impact in the business, either the responsibility level or particular specialization of the job position, and is essential for the succession plans and leadership development.

Level: Refers to the level assigned to a job position and is defined by Grupo Bimbo Corporate.

Succession plans: An overview of associates from the Talent Pool who are eligible to be considered as successors for a next level role above their current position.

Talent Slate: Refers to a group of associates identified as future leaders, available for global mobility and with the possibility to be candidates for a next level role in Grupo Bimbo, within the following three years.

4. Responsibilities

Steering Committee and Global People Department: Participate in the internal selection process, when a promotion is related to a key VP or 1st Executive level (Director). Validate the final selection of the candidate.

Global Functional VP: Participate with the local functional in the internal selection process when promotions are related to a VP or 1st Executive level. Validate the final selection of the candidate.

General VP and VP of Business Unit People Department: Validate that the vacancy of the key VPs and 1st Executive (Director) level correspond to the current authorized structure. Inform the promotions at a VP level to the Steering Committee responsible, as well as the Global People Department. Participate in the internal process selection of these levels and approve the process and final result.

VP / Local Functional Area Leader: Send the vacancy request to the local People area. Authorize the promotions at administrative, supervisor and manager (2nd Executive level), with prior agreement by the Local People VP. Authorize the promotions at 1st Executive level, with prior agreement by the Local and Global People VP, and with the Global Functional VP.

Selection Responsible in the Business Unit: Coordinate the selection process according to this policy's guidelines. Ensure the signature of the offer letter or revision of the new work conditions. As applicable in each location, ensure that current talent pool is consulted and prioritized, when internal candidates apply. Submit request to the Business Unit Talent responsible to obtain the available Talent Slate for the vacancy.

Global Communication Department: Announce the VP level movements to all Grupo Bimbo VPs and Corporate associates.

Local Communication Responsible: Announce the Director (1st Executive) or VP promotions to the associates of their Business Unit, country and/or region. Coordinate the announcement of VP level movements with the Global Communication Department.

5. General guidelines

For any associate promotion to a superior level, and according to the scope of this policy, it is necessary that all the responsible parties involved in the process comply with the following guidelines:

Level promotion

- The Business Unit Talent and Recruiting leads should:
 - Do an internal review of candidates with a higher compatibility with the job position, that had been mapped as “Future Leader” in the current Potential Leadership process, or those that had been mapped as “Business Pillar” for associates at the same level as the vacancy.
 - Ensure that no associate is promoted 2 levels up, in the same movement.
- The Business Unit People Departments or Management with the corresponding Global Functional Department, the Global People Department and the Steering Committee responsible should manage the key VP or 1st Executive level promotions, by giving priority to the current succession schemes and Talent Bank.
- The Business Unit People Department or Management and the corresponding Global Functional Department should manage the Executive level promotions.
- The Business Unit People Department or Management should validate the Supervisor level promotions.

Recruiting and selection

The Recruiting and Selection leads of each Business Unit should comply with the following:

- For 2nd Executive level positions, the diverse group should include candidates from Grupo Bimbo Trainees Bank and Supervisors Bank of the Business Unit.
- For the Supervisor level job positions, they should consider a Talent Slate of administrative level candidates.
- The inter-country promotions should preferably be done for VP job positions and direct reports of the Business Unit Leader. See the **FGB-HR-02 Global Long-Term International Assignees Policy** and **FGB-HR-03 Global Temporary International Assignees Policy**.
- If the selection process includes an interview with the Steering Committee members of each Business Unit, these should be done exclusively through video conference.
- In case a promotion involves international mobility, the proposed salary and conditions should be aligned to the Global International Mobility Policies, these movements should be communicated to the Global International Mobility team, to ensure the application of the corresponding policy.

After the selection process

- The direct manager of the vacancy should:
 - Give feedback to the external candidates who were not selected, about the result of the selection process, including the strengths and opportunity areas.
 - Send a brief report of all the candidates to the local People team, to start the administrative process of the selected candidate and to share, to those, with their direct manager.
- The direct managers of the non-selected candidates, should talk with their associate to:
 - Give feedback about the result.
 - Confirm or adjust the actions in the person’s Individual Development Plan.

- The Global Department or local Communication areas should communicate the promotions according to the responsibilities established in this policy.
- The VPs and functional managers should ensure that every manager that occupies a new job position receives their training, both technical and leadership training, primarily the development programs coordinated by the People area.

6. Responsibility / Ownership

The Global People Department is the assigned owner of this policy and has the main responsibility for its content, updating, monitoring of its compliance, and the submission for approval to 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	May 2022	Elena Aguilera Marquina	Juan Muldoon	