1. Purpose

Establish general guidelines for the creation, integrity, security, quality and use of the data of the Grupo Bimbo's master catalogs during the data management process.

2. Scope

This policy applies to all associates, consultants, staff with temporary assignments and to any person who maintains any type of employment relationship with Grupo Bimbo, S.A. de C.V.B. and / or any of its affiliates ("Grupo Bimbo or the Group") that, at any time interact with access to the information, telecommunications systems and other electronic services of Grupo Bimbo that are related to master catalogs.

3. Definitions

Data Catalog: A set of records that represents, in an orderly manner, global descriptions, general data and / or attributes that make up the identity of an individual, object or entity and that maintain some type of link between each other (e.g. catalogs of finished product, customers, suppliers, associates, etc.).

Data Management Office (DMO): Structure that serves as the governing body of master data and oversees defining and managing all practices and processes that help ensure their formal administration as strategic assets of Grupo Bimbo.

Data Governance Committee: Executive group of the data governance operating framework that is part of the Corporate Functions and is conformed by the Global Sales, Operations, Shared Services, Marketing, Legal, People, Research and Development and Information Technology and Digital Departments.

Data: Symbolic representation (numerical, alphabetical, algorithmic, spatial, etc.) and re-interpretable of the information, in a formalized and adequate way for communication, interpretation or processing.

Structured data: Data that resides in fixed fields or data tables within a record or file that can be accurately identified.

Unstructured data: Data that is not organized under a defined data model defined (e.g. images, audio and video, among others).

Master data: Is the consistent and uniform set of identifiers and extended attributes that describes the core of the enterprise including associates, suppliers, customers, hierarchies and chart of accounts, among others.

Data dictionary: Is a description of data in business terms that includes data types, definitions, business rules, technical rules, details of structure (tables, fields), and security restrictions, among others.

Data governance: It is a discipline responsible for the orchestration of people, processes and technology that allows leveraging information as a valuable resource for Grupo Bimbo and, at the same time, is responsible for ensuring the quality, integrity and security of master data, from its creation to its use during management processes. .

Data steward: This is the data responsible and, therefore, the only one empowered to define policies and standards for data definition, usage, quality, privacy, security, visibility and availability.

Data owner: Person who generates data requests to be processed by their subject matter expert (master data analyst).

Data Quality Assurance Unit (DQAU): Service structure within the DMO, consisting of data managers, supervisors and analysts, responsible for monitoring and enforcing the policies and standards in their area of responsibility.

4. Responsibilities

DMO: Centralize catalog management and maintain an updated catalog inventory. Provide leadership and direction in the execution of the strategies, defined by the Organization, that have an impact on master data. Establish the operational model of Master Data Governance and ensure compliance to the model. Propose and submit to the authorization, of the Committee and those responsible for data, the new requirements or changes that arise in the processes.

Data Governance Committee (unit within the Global Functional Departments): Define and set the strategy of the Data Governance program. Evaluate and accept or reject changes to data governance policies, procedures and structures requested by the DMO leader.

DMO Leader: Evaluate changes to policies requested by the Data Governance Committee. Define data quality standards, visibility and availability according to operational processes. Participate with the Data Governance Committee in the selection of data catalogs considered as strategic. Define the structure of the data to ensure the reliability and integrity of the master data. Evaluate the significance of the data based on the main business processes. Validate and authorize the definitions of the data developed by the data steward.

5. General guidelines

In order to safeguard the correct and consistent use of master catalog data, it is the policy of Grupo Bimbo to follow the next guidelines:

Functional areas should:
- Report and request action from the DMO on each of the catalogs that they own and require in their operational processes.
- Manage with the DMO any transaction that affects the operation of the catalogs (e.g. changes to the structure defined for the data, changes in the processes of data generation or modification).
- Obtain, prior to its implementation, authorization from the Global Information Technology Department and DMO to integrate, to the technological ambit that supports business processes, any application related to master data.

Data owner must:
- Request master data generation to DMO, through the defined standard templates, with complete, correct and timely information, according to the applicable standards and policies.
- Validate the data accuracy once data is entered in the GB systems by the DMO.
- Maintain the documentary support that proves data veracity.
- When consulting information, specify in detail the objective to be achieved with the requested data.
- Report immediately to the DMO any opportunity area or improvement identified during the process of generating data or the consulting of information.

6. Responsibility / Ownership

The Global Services 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 Internal Control and Risk Assessment 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**	**Update by**	**Approved by:**	**Main changes**
1				