

## 1. Purpose

Establish general guidelines for granting seniority recognition for Grupo Bimbo associates.

## 2. Scope

Applies to associates of all Business Units, affiliates and subsidiaries of Grupo Bimbo, in its different geographies, except for the associates in Mexico, whose recognitions are defined in the **OMX-CS-08 Política de Reconocimientos por Antigüedad**.

## 3. Definitions

**Seniority:** It is the tenure which is recognized for employment purposes, the number of years of uninterrupted service at Grupo Bimbo's affiliates.

## 4. Responsibilities

**Global Compensation Department:** To define and maintain current policy.

**Business Unit VPs:** To comply with the guidelines established in this policy.

## 5. General Guidelines

In order to preserve labor costs, grant a defined value to recognition and compliance according to legal regulations, Recognition for seniority will be granted under the following guidelines:

### Seniority Recognition

- Associates with 10, 20, 30 or 40 years working for the Company will receive a diploma that is given to them during the annual event celebrated by the Company.
- The recognition will serve the purpose of commemorating the anniversary, for which it should not represent an expense for the Company.
- Those countries that, due to local legal requirements or union agreements (that have even been extended to non-operators), grant seniority recognitions, must report them to the Global Compensation Office and obtain their authorization on any modification to these.

### Awards

- A printed certificate of seniority recognition will be given at the annual celebration that the Company carries out. Associates can be accompanied by their direct family for the reception.
- Associates will be awarded at the Business Unit or Company where they provided their services during the anniversary.
- The Mexican associates who are International Assignees will receive the current recognition as established by the **OMX-CS-08 Política de Reconocimientos por Antigüedad**.
- The CEO of Grupo Bimbo reserves the right to modify this recognition policy whenever he deems appropriate.

## 6. Responsibility / Ownership

The Global Compensation 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	December 2018	Trinidad Carrandi	Trinidad Carrandi	Format Authorized by Internal Control Department.