

1. Purpose

Establish the general guidelines for the protection and prevention of threats that could cause an interruption of the Information Technology ("IT") services in data centers at Grupo Bimbo facilities.

2. Scope

This policy applies to the associates of the Global IT Departments of the Grupo Bimbo.

3. Definitions

Data center: Dedicated space within a facility to house information assets for IT services.

Help desk (IT Works): Computer System for the registration and monitoring of user requirements and incidents for the different applications.

4. Responsibilities

Global IT Departments: Authorize access to IT data centers.

Global Information Security Department: Conduct jointly with Global Telecommunications Department a walkthrough in order to validate that IT data center facilities manage by third parties are following the company needs.

Global de Telecommunications Department: Generate the guidelines that third parties will use to grant physical access to the information assets that they safeguard for the company.

Global Telecommunications and Global de Negotiations and Contracts Departments: Validate the responsibilities that the provider will acquire are into the statements of the agreement previous the signature of the contract.

Responsible of IT data centers: Define physical access controls and safeguard the contact directory that contains the local authority's information in case of disasters.

Responsible for IT data centers and Global IT Field Services Department: Authorize the change of location for information assets.

5. General Guidelines

Physical security for Company's data centers / Computer Rooms

To prevent unauthorized access to data centers that could compromise the security of information assets, the responsible of Data Center jointly with Global Field Services Department must:

- To define the physical access controls to grant access for data centers only to personal authorized by the Global IT Departments.
- To authorize through IT Works the change of location for information assets placed in data centers.
- To maintain the contact directory that contains the local authority's information in case of disasters.

Environmental security in Company's data centers / Computer Rooms

The Global IT Field Services jointly with Maintenance Department of each bakery or snack / confectionery manufacturer and distribution center must have the evidence to ensure the compliance with local environmental regulations.

Physical security in third-party data centers

The Global de Telecommunications Department must:

- To supervise that the IT service provider has the support, attention and response to restore operation for data centers in case of an event or incident occurs.
- To safeguard the contact information of the data center providers to report any incident.
- To request monthly the availability, performance, physical security and information reports to the third party or when an incident occurs.

To validate jointly with the Global Negotiations and Contracts Department that IT services agreement includes:

- The provider must to present the reports defined into the services agreement, it should be including the level of compliance agreed by the company.
- The provider must to grant access and deliver information owned by Grupo Bimbo in order to attend the audits' requirements for IT services under revision.
- The provider must to grant access for personnel authorized by IT Service Administrator to the company's infrastructure in order to ensure the use, security and administration settled into the service agreements for the information assets.

6. Responsibility/Ownership

The Global IT Departments are the assigned owners of this policy and the primarily responsables 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				