

1. Purpose

To establish general guidelines for the selection and admission of relatives of Grupo Bimbo VPs and Shareholders for employment or internships.

2. Scope

This policy applies to family members of VPs and Shareholders who wish to work or perform internships in any of Grupo Bimbo's Business Units, in their different geographies and functions.

3. Definitions

Family member: any person directly descending from or politically related to VPs and Shareholders of Grupo Bimbo.

4. Responsibilities

Grupo Bimbo CEO: Authorize the performance of internships at Company's facilities or hiring a family member as Grupo Bimbo associate.

5. General Guidelines

For family members to join Grupo Bimbo, either as associates or for internships, it is necessary to comply with the following guidelines:

Hiring

The following guidelines must be considered for the selection, permanence, number, and hiring family members:

- The number of family members that may join Grupo Bimbo shall be one for each VP and in the case of Shareholders one for each 3% of the voting shares.
- The family member of the VP or Shareholder must apply and if there is a vacancy for his/her profile and go through all the selection process in a complete and satisfactory manner.
- Once the requirements have been met, authorization must be obtained from the Chief Executive Officer of Grupo Bimbo through the Global Institutional Relations Department and the People Department of the Business Unit in which the person will collaborate, using the format provided by the Global Institutional Relations Department and with prior authorization from the future immediate supervisor of the family member to be hired.
- The VP's family member may not work in the plant or Functional Department in which the latter works, or in the Business Unit he/she manages.
- The VP and family member shall immediately report any potential conflict of interest in accordance with **GGB-014 Global Conflict of Interest Policy**.
- The growth and development of the family member in the Group will not depend for any reason on his or her kinship status but, as in the case of any associate, on his or her performance and competencies and on the possibility of a vacancy, with the understanding that he or she will compete for it under equal circumstances.

Requirements

- Pass the selection process established by Grupo Bimbo.
- Meet 100% of the requirements of the position to be filled.
- The children of Shareholders must have or be scheduled to pursue a master's degree at a highly accredited university in the country or abroad, within a period of no more than 5 years after

graduation. The time dedicated to the study of the master's degree will be via unpaid leave and will not count towards seniority in the Company.

Working Conditions

- The hours, salary, benefits and per diems shall be those of the position in the country where he/she is hired.
- During the 3 years following their formal hiring, children of Shareholders requiring more vacation days than those corresponding to their position and seniority may request them as unpaid leave through the Global Institutional Relations Department.

Permanence

- It is necessary that permanence in the Company is always endorsed by exemplary results accomplishment and by behaviors in accordance with the Company's values, especially regarding personal relationships.
- They are expected to behave in an exemplary manner that shows others that their permanence is due to their professionalism and adherence to the Company's philosophy and policies.

Performance Evaluation and Salary Increase

- For the associate to have guidance on his or her work, way of operating and personal qualities, his or her direct supervisor shall conduct his or her evaluations in accordance with **FGB-HR-06 Global Performance Evaluation Policy**.
- Salary increases for the children of Shareholders and VPs must be approved by the Chief People Officer before they are announced to the associate.

Internship

Only the children of Shareholders or VPs may have the opportunity to carry out work schoolwork or internships in the Group so they get to know the Company, the work done in it, as well as its culture, and complement their school education, in accordance with the following guidelines:

- Those over 18 years of age may perform internships at Grupo Bimbo's facilities, at one of the plants or at the Corporate Office.
- They may not work at the plant or Functional Department where their father or mother works, nor in the Business Unit that he or she manages.
- In the Mexico Corporate Office, only 5 young people will be accepted each summer. If more applications are received, preference will be given to those who have not completed their internship. The maximum number of internships per person will be 3 summers.

Requirements

- Studying their professional career.
- Fill out an application for an internship at Grupo Bimbo during April of each year and send it to the Global Institutional Relations Department at the Grupo Bimbo Corporate Office.
- Comply with the selection process indicated by the Global People Department.

Summer Internships

- Youth 18 years of age or older will work a maximum schedule of 5 hours per day, starting on the last week of June.
- The minimum work period will be one month and the maximum will be 2 months (only during the summer). During this period no fees will be paid.

- The young people will cover the schedule and work assigned to them and will be evaluated by their immediate supervisor at the end of the period.

6. **Responsibility / Ownership**

The Global Institutional Relations Department is the assigned owner of this policy and is primarily responsible for its content, updating and monitoring its compliance, as well as for submitting it for approval to the Global Internal Control and Risk Management Department, the Steering Committee and the CEO's Office.

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	January 2019	Celia Bringas	Martha Eugenia Hernández	Content and format updating to make it global.
2	February 2020	Gabriela Uribe	Martha Eugenia Hernández	<p>Hiring:</p> <ul style="list-style-type: none"> Once the requirements have been met, authorization must be obtained from the People Department of the Business Unit in which the associate will work, and from the CEO of Grupo Bimbo, using the format provided by the Global Institutional Relations Department and with prior authorization from the future immediate supervisor of the family member to be hired. <p>Laboral Internship</p> <ul style="list-style-type: none"> The number of young people that can be received each summer at the Mexico Corporate Office each summer changed from 10 to 5.