

1. Purpose

Establish the general guidelines for monitoring and following up on the process of loading fuel on the fleet of Grupo Bimbo.

2. Scope

This policy applies to all associates in the purchasing and vehicle areas, responsible for the fleet, the purchase and control of fuels of all the Business Units, affiliates and subsidiaries of Grupo Bimbo.

3. Definitions

Electronic fuel platform: supplier's electronic repository, connected with *GB Fleet*, where the registration, consultation and control of fuel loads is kept in real time, in order to generate consolidated billing of all loads, in an agreed period.

Fuel charge card: Element provided by the supplier to carry out fuel charges at defined service stations.

Fuel load chip or tag: Electronic device installed in each vehicle for the identification of the unit and its control of fuel loads.

Fuel loading card (license or equivalent): Control sheet for registering fuel loads made.

Fuel charge vouchers: Internal document that is provided to each associate to authorize the loading of fuel at the service stations of authorized suppliers.

Service station: Fuel loading center of an authorized supplier.

4. Responsibilities

Procurement areas of each Business Unit: Negotiate and select fuel suppliers, in coordination with the person in charge of the fleet of their Business Unit.

Fleet leader of each Business Unit: Manage and monitor fuel loads for each vehicle in the fleet.

5. General Guidelines

To guarantee an adequate supplier selection and fuel control process, it is Grupo Bimbo's policy to comply with the following guidelines.

The local Purchasing manager must:

- Comply at all times with the provisions of the ***FGB-PR-01 Global Procurement Policy***.
- Maintain a control of the files of each supplier, to guarantee the traceability and history of the commercial relationships.
- Ensure that the supplier's information flows are adapted to the company's requirements (every third day or weekly, at least), even when the billing is monthly, to detect deviations in advance.
- Whenever possible, ensure a minimum of two service stations, for the supply of fuel, for each production center (bakery or confectionery / snack producers), sales center or distribution center, where the need exists.
- Ensure that the supplier remains inactive in Oracle, or in the system that applies in the Business Unit, in case of terminating the business relationship with it.
- Comply with the laws and regulations of your country, related to this policy.
- Carry out the following mitigation actions, in the event that the following scenarios arise:
 - *Interruption of supply:* In case of failure of the electronic fuel platform, which prevents supply, use the alternative plan (use of vouchers) that allows manual control of the load, avoiding making cash payments.

- *Theft of chip, card, voucher or tag:* Ensure that service stations supply fuel only if the license plate (country vehicle control sheet) matches the vehicle's assignment in the identifier.

On the other hand, the local associate in charge of the fleet must:

- Guarantee the correct assignment and installation of the fuel charge chip or tag in each vehicle. It is not allowed to use the same identifier for several vehicles.
- Prioritize migration to chip or tag-type identifiers, in countries where this technology is available. In the case of not having this, the use of fuel vouchers or cards will be accepted, which must be controlled by assigning one to each vehicle and will only be used for fuel consumption.
- Have the record of the driver's name, route, volume, odometer reading and date, of loads carried out that cover the billing for the period.
- Record every 3 days or at least weekly all fuel loads in *GB Fleet*, with volume data, odometer reading and date.
- Restrict fuel loads by volume, according to the tank capacity of each vehicle.
- Have a loading schedule, which indicates the days of the week each vehicle will load fuel, and assign the balance only on the scheduled loading dates.
- Consider that only supervisory vehicles and substitute vehicles can charge every day.
- Respond weekly, in the assigned portal (*Microleaks* or the one existing in the country), to all alerts generated by fuel load deviations, and generate action plans for their solution and risk mitigation.
- Always keep the vouchers under lock and key and control of the person responsible for the operation.
- Track daily fuel economy by vehicle, to identify deviations, root causes and work plans.
- Keep control of the collaborators and administrators of the charging systems, who change their functions or leave the company, to cancel their accesses and avoid risks of misuse.
- Ensure that associates, who are on vacation or disabled, hand over their fuel load card prior to their vacation or disability.
- In the case of assigned cars, ensure that the collaborator fills the tank at the beginning of his vacation period, at the expense of the company, and returns it full at the end of this, at the expense of his personal account. Reporting the loads and mileage traveled during your vacation period, to keep track of the vehicle's performance.
- Ensure that all identifiers and cards have a vehicle assigned and, if they are not and are not required, cancel them to avoid misuse or unnecessary payments.
- In case of theft of a chip, card or tag, ensure its blocking immediately, through the supplier's platform.

6. Responsibility / Ownership

The Global Fleet Department is the assigned owner of this policy and main responsible for its content, update and submission for approval to the Global Internal Control and Risk Management Department, 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				
2	02/09/2020	Update	Leonel Carrasco, Leopoldo Barba	<ul style="list-style-type: none"> • The definitions of gas station, electronic platform, fuel card and card and fuel charge vouchers are added. • The guidelines for local managers of the fleet, vehicle and purchasing were supplemented.