

1. Purpose

To establish the general guidelines for the associates be able to execute their functions from remote sites of work.

2. Scope

This policy applies to all Grupo Bimbo's associates and/or any of its affiliates (applies as "Grupo Bimbo or Company")

3. Definitions

Field services: Point of contact to attend incidents and requirements to the end users, through IT technical responsible of each organization.

Information asset: Information and/or components related with value for the organization therefore requires protection. The information assets can includes: intangible information assets (information contained in servers and data bases, electronical information, etc.), tangible information (physical information), software assets (business applications and commercial programs), IT fixed assets (computers and telecommunication devices, other technical equipment), IT services (computers and telecommunication devices, applications and services supporting IT equipment).

IT Works: It is a recording application to follow user requirements and incidents from different applications

Remote Work: Is the way to work staying at home using remote methods instead of work from office.

Virtual Private Network: Network technology used to connect IT assets each other in a company network through internet.

4. Responsibilities

Associate: Request to the local IT Field Services Global Management the IT services need it for remote work

Top Management, Organization and Functional: Ensure the compliance of this policy as part of their control responsibilities according to the geography and applicable laws.

5. General guidelines.

In order to ensure the availability to the IT services and ensure the assets security for remote work, it is the policy of Grupo Bimbo to comply with the next guidelines:

Remote work

The associate must:

- To protect the information assets company property assigned to execute in a remote manner their job activities, according with **GGB-010 Global Policy for the Use of Information Assets**
- To comply with the policies, procedures and guidelines established as working in the company's facilities aligned to the Personnel Department standards for each Business Units.
- To ensure (In case of using personal devices) the security mechanisms and licensing guidelines established by the company as well as the local legislations.

Requirements

The associate must:

- To have with a computer device to execute their job activities, in case of the associates does not have it, they should require one to the IT Field Services Global Department of each Business Unit.
- To request to the IT Field Services Global Department the VPN installation in their computer assigned.
- To take the training about GB applications used for executing their job activities, in case that the line manager requires.

Technical Support

- The IT Field Services Global Department must to establish the guidelines to attend the requirements and/or incidents when the associate be executing their job functions remotely.
- The associate must create a ticket through IT Works tool, or in case that he/she has not access his/her computer they must do it through the call to the local telephone assigned for this service.
- In case that the incident cannot be solved remotely, the associate must go to company's facilities and field services team will find a solution.

Authorization

In case that the company requires the associates to attend their job activities remotely:

- The Departments of each Business Units must define the applicable criteria for the authorization of remote work according to the applicable laws.
- In case of emergency situations, the Departments of each Business Units must comply with the company's normativity to perform their activities remotely.

6. Responsibility / Ownership

The Global IT 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				