

## 1. Purpose

Establish the general guidelines that the Global Corporate Managements Departments, Business Units, and affiliates managers, should consider in the budget preparation process.

## 2. Scope

This policy applies to all associates who participate in the preparation of the annual budget in all Business Units, affiliates, and subsidiaries of Grupo Bimbo, in its different geographies, functions, and business areas.

## 3. Definitions

**Financial budget or annual financial plan:** Contains the annual commitments authorized by the CEO of Grupo Bimbo, mainly those relating to net sales, management profit, operating profit, earnings before interest, taxes, depreciation, and amortization (EBITDA), capital expenditures (CAPEX), business profitability in relation to the Net Operating Investment (RION) and the Bimbo Economic Added Value (BEAV).

**Forecasts:** Estimates of the financial result of the current year, considering adjustments explained by economic and market conditions.

**Operational Entity:** For the purposes of this policy, any business unit grouped according to the organizational structure of Grupo Bimbo, its affiliates, and associates.

**Planning and budget criteria:** The document that is issued annually with the strategic and functional guidelines for the creation of the annual budget.

## 4. Responsibilities

**Steering Committee:** Provide the strategic guidelines to be followed by the planning exercises of the Business Units.

**Global Financial Planning Department:** Define the financial criteria and, together with those defined by the Global Corporate Management Departments, consolidate and disseminate the Planning and Budget criteria, provide Business Units with the necessary means to prepare and present their budgets, validate that said budgets meet the current planning and budget criteria, consolidate the authorized budgets and present the proposed budget of Grupo Bimbo to the CEO and the Finance and Planning Committee.

**Global Corporate Management Department:** Develop the "planning model" section within the criteria of planning and budget, with the results of the strategic planning board of Grupo Bimbo that meets annually and defines the strategic guidelines.

**Global Corporate Departments:** Elaborate annually on the planning criteria that correspond to the area in question.

**Business Unit Management and Finance Managers:** Coordinate the planning process of their Business Unit to align with the planning and budget criteria, and the Zero-Based Budget (ZBB) governance model.

**ZBB Teams:** Coordinate the creation of the indirect costs budget, using the ZBB methodology, in conjunction with the teams involved in this process.

**President:** Define the budget of their Business Unit in each of its phases, submit it to the corresponding Executive Vice President, the CEO of Grupo Bimbo, and the Board of Directors, and coordinate the actions that will lead to the fulfillment of the goals defined in the authorized budget.

**Functional Vice Presidents of the operating entity:** Coordinate the preparation of the budget components that correspond to their area according to the guidelines defined in the planning and budget criteria.

## 5. General guidelines

Grupo Bimbo's policy is as follows:

- Prepare the annual financial budget, based on the planning and budget criteria provided by the Global Financial Planning Department.
- The macroeconomic variables to be used in the construction of the annual financial budget will be defined by the Global Financial Planning and Risk Department and shared with the organizations during the budget process.
- The budgeting of expenditures or investments greater than those strictly necessary to intentionally present overvalued information is prohibited.
- The financial budget authorized by the CEO will be the basis for the definition of the commitments that each operative entity establishes therein. These commitments will not change even if different forecasts are generated from the budget.
- The bonuses applicable to each Business Unit may only be granted when they meet the management and BEAV commitments established in the document entitled **"Commitment Letter - Financial Targets."**
- In the follow-up to the budget, presented to the CEO, the final version sent to the Global Financial Planning Department should always be used, otherwise any deviation, intentionally or unintentionally, will be considered a violation of this policy.
- Any modification to the budget and the commitments established therein must be authorized by the CEO of Grupo Bimbo and may only result from extraordinary reasons derived from strategic actions, such as: acquisitions, mergers, and splits, among others.
- Regardless of whether any project is part of the budget, it must comply with all the requirements defined in the **FGB-FP-02 Global Policy of Investment Projects**.

## 6. Responsibility / Ownership

The Global Risk & Financial Planning Department is the assigned owner of this policy and main responsible for its content, update, monitoring of its compliance, and the submission for approval to the Global Internal Control and Risk Management Department, the Steering Committee and CEO.

## 7. Updates

The changes implemented in-between versions are described below:

Revisions / History of the revision				
Version	Revision date:	Updated by:	Approved by	Main Changes
1				
2	October, 2022	Frida Melgar Barrera Finance Planning Manager	Ramón Pérez Sicard Vp Global Risks & Finance Planning Department	The guidelines that the Global Financial Planning and Risk Department will annually define the macroeconomic variables to be used in the construction of the financial budget have been added.