

1. Purpose

Recognize associates for the results and/or benefits obtained in the implementation and conclusion of projects.

2. Scope

This policy applies to all associates, from all Grupo Bimbo organizations in their different geographies and functions, who participate in the execution of the activities required to achieve the purposes of a project throughout its life.

3. Definitions

Prize: Consists of a maximum of 90 days of salary to be divided among the members of the team; it is subject to taxes and will be accompanied by a recognition that must be physically delivered so that, in addition to making the achievement public, the winners share their experiences and how they accomplished it.

Client: Main stakeholder in the product or service to be developed, who will evaluate the results and determine whether it meets expectations.

4. Responsibilities

Organization or Functional President: Authorize and physically deliver the prize to the work team of the winning project.

Organization or Functional Department Project Office: Manage and coordinate the selection, evaluation and award of the winning projects in conjunction with the Global Corporate Management Department and the global planning and projects team.

Global Corporate Management Department: Evaluate and coordinate the award presentation to the winning projects together with the organization or functional department project office and definition of the official project management tool of Grupo Bimbo.

Global/Local Finance Department: Perform the feasibility analysis of the project and generate the financial evaluation of the business case.

5. General guidelines

The awards and recognitions will be granted within the first quarter of the year immediately following the one in which the project ended, based on the following:

- Results impact for the company, organization, and/or functional department (e.g. sales, volume, customers, waste, productivity, etc.).
- Contribution to the business plan of the company, organization, and/or functional department.
- Adherence to the project management methodology of Grupo Bimbo (found in the Global Corporate Management Department compendium and GB *University*).
- Fulfilment of planned goals.

Bases

- All the organizations, regions, and alimentary plants of Grupo Bimbo participate; however, each organization competes against itself among the regions, plants, or countries that compose it.
- There can be a maximum of three winning projects for each organization.

- Projects must have a financial evaluation of the business case, approved by the local finance department in accordance with the ***FGB-FP-02 Global Policy of Investment Projects*** or with the procedure established by the organization, when it is more restrictive.
- The official project management and documentation tool of Grupo Bimbo is "Owner".
- Projects must have all the required documentation in "Owner" (e.g. birth certificate, business cases, work plan, closing minutes, lessons learned, etc.)
- The customer satisfaction survey that assesses whether the project implementation team met the project's opportunity, requirements and deliverables, should be satisfactory according to the parameters established by the Global Corporate Management Department.
- The projects must present a monthly and verifiable follow-up of the progress of the project, through the documentation of the scope of goals and the quantitative and/or qualitative benefits.
- All projects that reached their closing stage as of December 31 of the current year and of which the impact, benefits and/or deliverables have been approved and validated by Grupo Bimbo's organization and/or functional department no later than January 31 of the following year, are eligible for consideration.
- Projects must have a leader who is responsible for tracking the achievement of results, through the monthly revisions of projects with the steering committee of the organization.
- Organization and/or functional department project offices must deliver the award documentation, which the Global Corporate Management Department defines, in the time and manner established therein.
- The indicators of this award have criteria for their evaluation, which are general for all organizations according to the following weighting.

Indicator	Weight
Actual project contribution (quantitative benefits, considering indicators) to Grupo Bimbo and fulfilment of project deliverables.	60%
Client Satisfaction	20%
Information quality (grade given by the corresponding project office)	10%
Project documentation and monitoring in the official Grupo Bimbo database.	10%
Total	100%

6. Responsibility / Ownership

The Global Corporate Management 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:

Revisions / History of the revision				
Version	Revision date	Updated by	Approved by	Main changes
1				
2	Feb 11 th , 2019	Stefany Sánchez	María López	Establish "Owner" as the official tool for the project management in GB.



Global Policy on Project Implementation Excellence

Global Corporate Management Department

FGB-CM-04

				Projects must have the financial evaluation.
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