

## 1. Purpose

Establish general guidelines for the temporary warehouse management in the Grupo Bimbo's operations.

## 2. Scope

This policy applies to all Vice Presidents (VPs), executives and associates responsible for managing the warehouses, assets and vehicle fleet of Grupo Bimbo.

## 3. Definitions

**Temporary warehouse:** Fixed or mobile physical space used as temporary operational support for general storage of Grupo Bimbo's assets. It can be a warehouse, a trailer equipment, a satellite or virtual sales center, etc.

**Permanent warehouse:** Fixed physical space integrated to the supply chain network of Grupo Bimbo, delimited for safekeeping and asset management.

## 4. Responsibilities

**Assets:** For the purpose of this policy, it refers to physical goods (e.g. finished product, ingredients, equipment, machinery, documents, etc.) owned by Grupo Bimbo.

**VPs and General Managers of Organization:** Ensure / monitor compliance with this policy.

**Operations, Logistics and Vehicles Regional VPs and Managers:** Comply with the provisions of this policy and report to the corresponding Global Functional Department any exceptions that may arise.

**Local responsible of Operations, Logistics and Vehicles:** Execute and comply with everything established in this policy.

## 5. General guidelines

In order to limit the use of temporary warehouses, it is the policy of Grupo Bimbo to comply with the following guidelines:

- In the case of permanent warehouses management, the provisions of **FGB-OP-03 Global Policy for the Operation of Logistic Nodes** will apply.
- In the case of temporary warehouses, those responsible for their management must comply with the following:
  - Have digital or physical records of these that indicate their location, period of use and the assets that are stored in them.
  - Such records must be available for any functional review or supervision performed by the Global Operations Department.
  - The use of temporary warehouses will be limited only to those cases that justify, through a business case validated by the Global Financial Planning Department, the space and time to be used.
  - If the business case justifies it, its use must be strictly temporary for a maximum of 6 months.
  - The rent of trailer equipment should be considered as the first option and that of warehouse as second, unless the latter is economically more convenient.
  - It is forbidden to use obsolete trailer equipment to storage raw material, finished product, machinery and equipment.
  - It is forbidden to use as temporary warehouses the operational trailers assigned to route, whether they are owned or rented.

- A detailed control of content, dates of entry and, where applicable, the expiration of each of the stored assets must be maintained.
- All assets stored in temporary warehouses must be recorded in the corresponding accounting records.
- If the use of temporary warehouses is required, due to temporary or business needs, after the maximum established 6 months, they must be replaced by permanent warehouses

## 6. Responsibility / Ownership

The Global Logistics 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	Update by	Approved by:	Main changes
1				