

1. Purpose

Establish general guidelines on the control of the equipment that allow the mobilization of our product in the value chain.

2. Scope

This policy applies to all associates of the different logistic nodes, own or third parties, involved in the processes that manage and mobilize these teams along the value chain.

3. Definitions

Container: A container made of resistant material designed for handling and transporting containers (e.g. dolly, pallet).

Container: Container that facilitates the conservation and transport of the finished product (e.g. tub, tray, box, etc.).

Equipment: Generic name given to the set of containers and packaging.

Food safety: Control of food to avoid contamination during the production, storage and distribution processes, prior to human consumption.

Logistics node: A point in the supply chain where goods are received, prepared and shipped.

Value chain: The processes involved, directly or indirectly, in satisfying the needs of the end consumer; it includes raw material, packaging and wrapping warehouses, production centers, co-packers, assembly plants, finished product warehouses, distribution centers, sales centers and primary and secondary transportation.

4. Responsibilities

Responsible for the Logistics Nodes of each Organization: Monitor compliance with this policy. Supervise operations, evaluate and report the results of equipment inventories and equipment loss indicators. Manage the training of personnel, including new personnel, on equipment management. Ensure that the control and management of equipment complies with existing local and international regulations (regulations, laws, standards, etc.). Ensure the purchase of the necessary equipment for the supply chain generating continuous process improvement, evaluation and accountability of the results.

Responsible for logistics management of the Logistics Node: Ensure, through supervision and monitoring of operations, that the associates in the logistics nodes comply with this policy. Establish corrective and improvement actions.

Responsible for equipment control management in the node: Ensure, through supervision and monitoring of operations, the proper recording and correct counting of inventories. Report the result of the inventories of the logistic node and its customers.

Responsible for the Commercial Management of the Logistics Node: Ensure, through supervision and monitoring of operations, that the associates in the logistics nodes comply with this policy. Establish corrective and improvement actions.

Associates of the Logistics and Commercial logistics nodes: Comply with the guidelines established in this policy.

5. General Guidelines

Purchase and Receiving

In order to determine if the equipment available to the Organization is sufficient to supply the demand or if purchases will be required the following year, according to the analysis of its supply chain, the Regional Logistics Manager or Manager / or Head of Logistics of the country or region should:

- Perform the annual replenishment calculation for the purchase and receipt of equipment:
 - At least once per year.
 - Considering variables such as increase in market demand, shift adjustments in production lines, loss of equipment during the year, current inventory, decommissioned equipment, transit between logistic nodes, routes, customers, outlets, etc.
 - Considering the quantities required to guarantee product distribution and avoid shortages.
- Consider the purchase of equipment in the organization's annual budget.
- Make purchases with authorized suppliers, previously negotiated and approved by mutual agreement between the business unit and the Global Purchasing Department, as established in the **FGB-PR-01 Global Procurement Policy**.
- Physically validate the supplier's deliveries, in the warehouse defined for their reception, and register them in the control system used by the Organization.
- In the purchase of equipment, it should be guaranteed that from the manufacturing process it is marked with the Grupo Bimbo logo and indicating the following: "Property of Grupo Bimbo, sale or exchange prohibited. Legal action will be taken".

Cleaning and supply

The logistics manager of the production center should:

- Supply production with sufficient equipment in good operating condition.
- Guarantee, through a previous cleaning and equipment selection process defined by the Organization, the food safety and quality of the equipment.
- Avoid line stoppages and product contamination.

Shipping and receiving between logistic nodes

Those responsible for the management of the equipment in the logistic nodes of the Production, Distribution and Sales Centers, own and outsourced, should:

- Record daily all incoming and outgoing empty equipment or equipment with the finished product, together with its description (quantity of dollies, pallets, tub, etc.), within the equipment control system used by the Organization; in order to keep track of these transactions, update balances and record incidents.
- The person in charge of the logistics node must keep a record of the equipment delivered and received to the commercial routes and ensure that the commercial routes, whether their own or third parties, keep a record of the equipment delivered to each customer, in the equipment control system used by the Organization.
- Review and clarify the differences found, both in the receipt and shipment of equipment (missing and surplus), with those involved in the nodes, routes, and customers.
- When identifying equipment deviations, inform the corresponding management to apply corrective measures (e.g. recovery within an estimated period of time, application of disciplinary measures, recovery of the value of the lost equipment based on the regulations and procedures of each organization).
- In case of equipment deviations with a third party, recover the value of the lost equipment, according to the clause of the existing contract.

Storage

The equipment shall be stored, according to the following:

- In logistics nodes:
 - A specific area must be established within the warehouse for safekeeping and identification, both

- for empty equipment and equipment containing finished product stock.
- The storage area must comply with **FGB-OP-11 Global Fire Prevention Policy**, **FGB-QS-02 Global Policy on Food Safety in Distribution Centers and Sales Centers** and **PGB-LO-07 Global Procedure for Corrugated Cardboard Storage**.
- In the case of routes in the different channels:
 - Stock should be monitored and updated daily, so that accumulation points can be identified and recovery plans generated with the commercial area.
 - Equipment that loses handling and safety conditions (e.g. damaged, broken equipment, etc.) should be identified, classified, placed in a specific location and evaluated to determine whether it is possible to repair or recycle it.

Inventories

Regarding physical inventories of equipment, those responsible for each node should:

- Carry out a minimum of six inventories per year that include, at the organizational level, all points in the chain (own and/or third parties) where equipment movements are made (e.g. Production Centers, Distribution Centers, Sales Centers, Routes, Customers, Outlets, etc.).
- Consider the totality of the equipment.
- Generate corrective actions for identified deviations.
- Consider in the sales centers, as part of their inventory, the following equipment:
 - That which is in the facilities, both empty and with finished product.
 - Equipment assigned to and in custody of the routes (customers and route stock).
 - Equipment left on consignment with third parties and in stores.
- Responsible for the inventory managed during the physical inventory.
- Maintain inventory supports at each location, with the corresponding authorization and release of the person in charge of Control and the person in charge of the logistic node.
- Review and authorize the deviations found during the inventory (shortages and surpluses), so that the person in charge of equipment control of the logistic node proceeds to register them in the control system.
- Report the result of the inventory to the logistics manager of the country or region, to the General Management of the Organization and to the Global Operations Management.

Repair, recycling or cancellation

Regarding the equipment subject to repair, recycling or cancellation, the logistic responsible of each node should:

- Respond to and report on the inventory circulating in their process.
- Manage, with the corresponding production center, the validation and authorization of equipment write-offs.
- Separate and remove the inventory corresponding to equipment that does not comply with safety conditions (e.g. damaged, broken equipment, etc.) in order to continue in operation.
- Review and authorize the write-offs so that the person in charge of equipment control of the logistics node can proceed to register them in the control system.
- After the physical inventory has been taken, inform the logistics manager of the country or region, as well as the organization's management, about the equipment to be repaired, recycled or written off.

6. Responsibility / Ownership

The Global Operations 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:

Revision / History of the revision				
Version	Revision Date	Updated by	Approved by	Main Changes
1	March, 2023	Fabio Enrique Caicedo Luis Alberto Campos Efraín Álvarez Armando Hazael Estrada María Anabell Valle	Andrés López Frisbie	