

1. Purpose

Establish the general guidelines to guarantee the assignment of work vehicles to positions who, due to their functions, require it, either for transportation or to perform supervisory tasks.

2. Scope

This policy applies to associates with authorized levels that require the assignment of **their own or leased** vehicle to perform their duties, **in all Grupo Bimbo Business Units**.

3. Definitions

Supervision vehicle: Work vehicles assigned to supervisory and/or executive level associates to perform supervisory tasks.

Various service vehicle: Work vehicles assigned to administrative or supervisory level associates to perform their duties.

4. Responsibilities

Responsible for the vehicle fleet: Request the acquisition of the vehicles that the operation requires, either due to expansion or replacement, and assign them based on the criteria indicated in this policy. Guarantee that they are kept in good image, cleanliness, and mechanical conditions, to preserve the reputation of Grupo Bimbo and the safety of the associates. **If the tax regulations of a country require the company to declare the personal use of vehicles, separate from the business use, ensure compliance.**

Associates: Guarantee the exclusive use of the vehicles for the activities for which they were acquired and in accordance with the provisions of this policy.

5. General Guidelines

To guarantee an adequate allocation and use of work vehicles, it is Grupo Bimbo's policy to comply with the following guidelines:

Supervision vehicles

The General Management of each Business Unit will define the positions authorized for assignment. The positions previously authorized by the Global Fleet Department are the following:

- Market Sales Manager (where applicable)
- Sales Supervisor (modern or self-service channel)
- Fleet Manager and Supervisor
- Responsible for Transportation (Director, Manager, or Supervisor)
- Property Security Director, Manager, or Supervisor

Whoever is assigned a supervision vehicle may use it for their duties and personally, respecting the rules and guidelines of this policy.

Various services vehicles

The General Management of each Business Unit will define the positions authorized for assignment. The positions previously authorized by the Global Fleet Department are the following:

- Administration & Control Messenger
- Administration & Control Collector
- Reference Checker from People Selection Area

Whoever is assigned a vehicle for various services, must make exclusive use of it for the defined function, those vehicles must stay overnight in the company's facilities, **in no case should the use be considered for commuting to the workplace, personal use, or vacations.**

Criteria for assignment

The criteria to justify the assignment of a vehicle will be:

- Usage for more than 50% of their work time
- Availability for immediate attention to the operation
- In the event that multiple drivers meet these criteria, new vehicles will be assigned in the following order:
 - Market Sales Manager and Security Manager (executive levels)
 - Transport Manager and Manager of Fleet Supervisors
 - Fleet Supervisor, Transport Supervisor, Security Supervisor, and Sales Supervisor in self-service channel.
 - Other supervisory level positions
 - Administrative positions

If the allocation of a vehicle is required for a different position, the President of the Business Unit may authorize the allocation of a vehicle, with prior justification from the Finance, People and Fleet areas of the Business Unit, and informing the Global Fleet Department.

Global or local responsible for the vehicle fleet (Director / Manager)

All those responsible for the vehicle fleet must:

- Assign vehicles only to drivers who have an internal license that authorizes them to drive Grupo Bimbo vehicles. **Only for BBU, BC, EMEA and Asia the official license of the country will suffice.**
- Have a responsive letter of assignment of the vehicle, with the following requirements.
 - Associate's signature.
 - Physical and mechanical conditions in which the vehicle is delivered and must be received.
 - Obligations of the associate to keep it in the same conditions.
 - **Conditions of use: daily overnight stay, weekend overnight stay, no overnight stay and/or prohibited use for personal activities.**
- Submit to the authorization of the President of the Business Unit the renewal of the vehicles mentioned in this policy.
- Ensure that newly hired associates are assigned a used vehicle.
- Assign renewal vehicles (including recently acquired ones) according to the following: i) driver's history (e.g. accidents, theft, carelessness, etc.), ii) seniority and position, iii) comments from the direct superior, iv) after having owned a vehicle for at least 3 years or 120,000 km, **or based on the leasing contract, and/or v) when the company determines it and has the resources to do so.**
- Assign the vehicles that are no longer used for supervision functions to the positions of administrative associates, within the block of miscellaneous service vehicles.
- Authorize the installation of tinted windows or fog lights, only when weather conditions require it.
- Ensure new cars use the original tires and wheels. At the first change of tires, validate that they fit the authorized size and specifications.
- Ensure that all vehicles are tagged, except for vehicles assigned to the Security area, **BBU and BC.**

Note: If there is more than one new vehicle to be assigned and several drivers of the same level, the designation will be made based on the care of the previous vehicle, work area and monthly route. This definition will be taken by the person in charge of the fleet, in coordination with the immediate manager.

Assigned vehicle Drivers

All associates with an assigned vehicle must:

- **Carry at all times the documentation required by the local authorities so that the vehicle can circulate.**

- Maintain the safety, presentation, cleanliness inside and outside, oil levels, liquids and tire pressure of the vehicle, according to the recommendations of the person in charge of Maintenance.
- Refrain from smoking, driving with alcoholic breath, while intoxicated or under the influence of any substance that affects the safe handling of the vehicle.
- Refrain from making any type of modification, repair or installation of ornaments or accessories to the vehicles, in workshops not authorized by the person in charge of Fleets, including manufacturer agencies.
- In the event of a breakdown in route, request authorization from the person in charge of Fleets to hire a repair service.
- Refrain from disconnecting or sabotaging the vehicle's security devices.
- Refuel only at stations authorized by the Fleet Area and comply with the criteria defined by the Finance or Analysis & Control area of the Business Unit.
- Avoid drawing fuel from the tank.
- In case of supplying fuel incorrectly or that does not correspond to the type of vehicle, pay the charges related to the repair and correct filling.
- For supervision vehicles, ensure that the vehicle stays overnight in a safe and legally authorized place. In regions where there are high rates of theft, use your own parking space or, failing that, pay for overnight parking, which you will cover on your own. If you do not have any of these conditions, you must protect the vehicle in the company's facilities.
- In case of vehicle theft, where negligence is determined by the company, each Business Unit will define the process to be applied.
- Comply with the following, in case the vehicle is used for vacations, **only applies to supervision vehicles**:
 - Fill the fuel tank on departure and fill the oil tank to the specified level.
 - Cover on your own the expenses you have during your vacation (e.g. toll, gasoline, oil, etc.).
 - Reintegrate the vehicle with a full fuel tank and the oil at the specified level.
 - In the event of any breakdown, notify the person in charge of Fleet to determine the procedure to follow.
 - In the case of routes greater than 1,000 km, obtain authorization from the direct manager, who, in turn, must notify the situation to the person in charge of the Fleet. **For BBU and BC, routes greater than 2,000 kilometers apply.**
 - In case of going to another country, pay the cost of a comprehensive coverage insurance in the destination country and obtain authorization from your direct manager and the person in charge of the Fleet.
- Be subject to supervision by the person in charge of Fleet, whether on the way or at the company's facilities, including the driver's driving skills and attitudes, **their driver's license**, the physical condition of the vehicle and its documentation.

6. Responsibility / Ownership

The Global Fleet 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	Nov 2019	Efraín Alvarez	Leonel Carrasco	

2	April 2022	Efraín Alvarez	Luis Alberto Campos	<ul style="list-style-type: none"> Criteria are added to justify the assignment of a miscellaneous service vehicle to a new position. Vehicle theft guidelines are added
3	July 2022	Efrain Alvarez	Luis Campos	<ul style="list-style-type: none"> It is included BBU, BC, EMEA and Asia.