

1. Purpose

Establish the general guidelines for the recruitment and development of trainees in Grupo Bimbo.

2. Scope

This policy applies to the Functional Global or Business Units VPs of Grupo Bimbo, who are authorized to hire trainees, as well as to all associates involved in the hiring and development process.

3. Definitions

Trainee coordinator: For the purposes of this policy, it is the associate responsible for the monitoring of the trainees in his/her Functional Department at a global level. Each Functional Department must have a coordinator, otherwise the Global Functional VP will be responsible.

Trainee: Internally promoted or externally recruited associates, with the potential to fill a manager level position in approximately three years. The trainee must have an formal appointment in this position.

4. Responsibilities

Global Talent Development Department: Annually review with the Global Functional VPs the number of trainees they require and request authorization from the Grupo Bimbo CEO. Validate that each Global Functional Department maintains the training plans with updates. Ensure communication and follow-up between the Global Functional VPs, their trainee coordinator and the trainees responsible in each Business Unit.

Global Talent Attraction Area: Ensure compliance of the internal and external candidates' recruitment, selection and assessment process, as well as report the progress to the Global People Department.

Global Functional VP through its trainee coordinator: Design the global training plan and keep it updated. Review annually with the Global Functional and Business Units Departments the number of trainees to hire. Assign, coordinate and monitor the individual plan of each trainee and carry out the interviews and evaluations scheduled in their training plans. Ensure that behaviors, performance, potential, and feedback evaluations are completed by the direct manager, in accordance with the talent management calendar. Involve the corresponding Functional VPs in the entire process and provide support and guidance for the trainees.

Global Functional VP: Authorize the trainees in their Functional Department recruitment, designation and promotions to a manager level. Involve and inform the Functional VPs of each Business Unit and the Global People Department. Hold an annual interview with each trainee.

Functional Business Unit VP: Follow-up on the training plan of the trainees assigned to their functional area and have at least two interviews a year with each of them.

Business Unit President: Authorize the trainee's recruitment and promotions to a manager level in their Business Unit.

5. General guidelines

In order to meet the objectives of the training program, it is Grupo Bimbo's policy that all persons involved in the recruitment and development of these associates comply with the following guidelines:

Candidates profile

Candidates, both internal and external, must go through the selection process established by the Global Talent Development Department and meet the following profile:

- Professional with a college degree (Bachelor's or higher).
- External candidates must not have more than 3 years of working experience after graduation.
- Bilingual: native language and English level with at least 800 TOEIC points or 550 TOEFL points.
- Potential to fill in a manager level position within 3 years.
- Total schedule availability.
- Availability to travel and settle in any city and/or country where Grupo Bimbo operates.

Authorizations

The responsible person, Global or in the Business Unit, for the trainees must ensure the approval of the following executives for the number of trainees hired:

- CEO of Grupo Bimbo
- Senior Vice President
- Business Unit President
- Functional Vice President – Global and Business Unit
- People Vice President – Global and Business Unit
- Global Vice President Talent Development

Appointment and assignment

- The Global Talent Development Department will deliver an invitation letter about the program to the People VP of the Business Unit, so that he or she can deliver it to the trainee.
- The direct manager should be the corresponding Functional VP in the Business Unit. For the GB Corporate Offices, it may be the Global Functional VP or the trainee coordinator.

Training and development

The training program must be designed by the Global Functional Department to which the trainee is assigned and validated by the Global People Department. The program must comply with the requirements established by the Global Talent Development Department.

Performance

In the event that the trainee does not reach at least the “meets expectations” rating in her/his individual contribution to the business plan assessment and / or in her/his behaviors assessment, the direct manager, together with the trainee coordinator and the Global Talent Department, must review the case and define the consequences, which could result in the associate's separation from Grupo Bimbo.

Promotions and layoffs

- The promotion of a trainee to a manager level must be authorized by the Global Talent Development Department, the Global Functional VP and the Business Unit President in which she/he will be promoted.
- The positions of promoted trainees or of those who leave Grupo Bimbo cannot be replaced until the need is reviewed during the following hiring period.

Compensation and salary increase

- Trainees income will be between the grades of Supervisor level of the Business Unit in which they reside.
- Trainees:

- May receive up to 3 salary increases per year based on their performance (in February, June and October). The sum of the increases must not exceed 15% per year.
- Will be subjected to the same salary increase guidelines established in the **FGB-HR-06 Global Performance Evaluation Policy** when they are evaluated below “meets expectations” in the performance evaluation.

6. **Responsibility / Ownership**

The Global Talent Development 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 revision				
Version	Revision date	Updated by	Approved by	Main Changes
1				