

1. Purpose

Establish the general guidelines to regulate the environment physical security in the administrative buildings of Grupo Bimbo (Company).

2. Scope

This document applies to the Global IT Departments and the services areas of the locations in which Grupo Bimbo, S.A.B. de C.V., and/or any of its affiliates.

3. Definitions

Grounding: Grounding connection of some conductive element to prevent dangerous electrical voltages for people and connected equipment.

Lightning rod: Conductor of electricity placed above the buildings in order to protect the installations and the people of electricity effects, it is made with one or more iron and pointed rods united between them by electrical wire.

Third parties: External associates and providers that work in Grupo Bimbo locations with access to Information Assets.

Uninterruptible Power Supply (UPS): Electrical equipment that provides emergency power when the main power source fails.

Workspaces: Physical places designated for the associates to perform their work activities.

4. Responsibilities

Global IT Field Services Department: Ensure the connection of electrical outlets and critical information assets to the ground systems. Prepare spaces to store equipment owned by suppliers that provide telecommunications network services to the company.

5. General guidelines

Telecommunications and power supply cabling

In order to prevent unavailability of the electric and telecommunications services, by damage in the cabling:

- The Local Services Management must:
 - Ensure the updated flowchart existence to identify the electrical connections, in the company administrative buildings.
- The Global IT Field Services Department must:
 - Ensure the connections existence for the distinct IT services.
 - Together with the Local Services Management, guarantee that the power supply cabling is separated from the telecommunications cabling.

Physical security in workspaces

The Global IT Field Services Department must:

- Ensure the existence and availability of telecommunications connections according with the established in local regulations.
- Guarantee the regulated electrical power outlets existence for information assets supply.

Communications network service providers (*Carriers*)

- The Local Services Management must assign exclusive space for IT provider equipment storage, which must be conditioned by the Global IT Field Services Department.
- The Global IT Field Services Department must:
 - Guarantee the availability of electrical power outlets connected to the physical ground.
 - Guarantee the exclusive UPS existence for this connection.
 - Guarantee the existence of physical access controls to the data centers, located in the company installations, according to the **FGB-IT-18 Global Policy for the Information Technology Security for Data Centers Physical and Environmental.**

Physical security in Administrative Buildings

- The Local Services Management must prevent physical security incidents due to electrical shocks and electrical interruptions through:
 - Ensuring the installation of lightning rods existence in administrative buildings.
 - Ensuring the lightning rods connections installed into the physical ground systems.
 - Ensuring the electrical power supply connection existence, which must have signs established by the regional authority.
- The Global IT Field Services Department must:
 - Guarantee the annual maintenance of the physical ground systems existence.
 - Ensure the physical ground connection to the assets with critical information for the company operations.
 - Ensure the backup batteries installation system for assets with critical information for company operations.

6. Responsibility / Ownership

The Global IT 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	Updated by:	Approved by:	Main Changes
1				