

## 1. Purpose

Establish the general guidelines to recognize the work centers that reach one million man-hours worked or one year without a single disabling injury, whichever occurs first.

## 2. Scope

This policy applies to all the associates of all the Grupo Bimbo work centers in all its Business Units, affiliates and subsidiaries, in their different geographies.

## 3. Definitions

**Disabling injury:** An injury that impacts the ability of an associate to perform their normal work tasks immediately or on the following work day.

**Work Centers:** For purposes of this policy, work centers refer to plants, sales centers, and distribution centers.

**Man-hours worked:** Conventional unit to quantify the hours of presence or intervention of persons in a process or activity.

**Work Center Leader:** Person or officer in charge of the work center.

**Area Leader:** Person with the highest authority in a department or area of the Company.

## 4. Responsibilities

**Chief Executive Officer, Business Units Presidents, Top Management Teams, and Local Directors:** Promoting the application of this policy and monitoring its compliance.

**Global HR Area:** Ensuring that this policy is kept current.

**Work Center Leader and Safety and Wellness Local Area:** Keeping track of the hours and days without accidents, as defined by the Global Director Safety and Wellness.

**Area Leaders:** Reporting to the local Safety and Wellness area of any disabling accident or non-disabling accident that occurs in their area.

## 5. General Guidelines

To promote a safe, healthy, and collaborative culture, the work centers that achieve one million man-hours worked or one year without disabling injuries, whichever occurs first, will be recognized, in accordance with the following guidelines:

- All the work center associates must be involved in the recognition events.
- The prizes awarded must be associated to a safety or health purpose.
- No cash or salary bonuses, or any economic resources in addition to those stated in this policy should be granted.
- The budget assigned for the recognition event must comply with what is stated in Annex 1 that is included at the end of this policy.
- If an associate is injured at a work center to which he/she is not assigned to, the work center where the associate got injured will lose its record.
- The work center will also lose its record if a contractor, personnel contracted for specific projects, outsourced personnel, or visitor suffers a disabling injury within its facilities.

- The cases not included in this policy shall be defined and authorized by the Global VP Labor Relations and the Safety and Health area of the Business Unit.
- For the sales centers, the period without injuries must be reached by all the associates, areas, and channels that make up such centers.
- In the case of the plants and distribution centers where the whole work center did not meet the million man-hours worked or the year without disabling injuries, but there were departments that did, only the associates that make up the department will be recognized.

## Recognition plaques

- Each Business Unit may award a recognition plaque to the work center that meets one million man-hours worked or annual periods without disabling injuries. The annual emblems that are collected will be placed on this same plaque.
- The plaque will be budgeted separately from the amount allocated for the recognition.
- The plaque will be designed by the Business Unit and must not measure more than 80 x 60 centimeters and must include a phrase from the GGB-015 Global Safety Policy.
- The plaques awarded will be exclusively to recognize all the associates of the work center, therefore, they should not be awarded by department.

## 6. Responsibility / Ownership

The Global Labor Relations 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	Dec-18	Ruben Alor	Miguel Francisco Tanori	<ul style="list-style-type: none"> <li>• Updated content with a global focus</li> </ul>

**ANNEX 1**  
**Recognitions for the work centers that achieve periods without accidents**

Recognition practice	Millions of hours worked or years		
	1 to 4	5 to 9	10 or more
Recognition plaque for the work center	✓	✓	✓
Light meal for the associates (example: sandwich, fruit, and juice) during the recognition event. Cost \$5 USD per person	✓		
Gathering at the Work Center to socialize and enjoy the light meal. Cost \$7 USD per person		✓	
Gathering at the Work Center to socialize and enjoy the light meal and inviting the associate's spouse. Cost \$8 USD per person			✓
Maximum cost of the memoir per person	\$4 USD	\$7 USD	\$10 USD
Maximum cost of the recognition per person (*)	\$ 9 USD	\$ 14 USD	\$ 26 USD

(\*) The amount of these recognitions can be used for a better memoir or to by items for a raffle.

If the work center opts for another alternative to recognize the associates, the cost should not exceed the amounts set forth in the table above.