## 1. Purpose

Provide global guidelines for the definition, development, and acquisition of information technology (IT) Products & Services across Grupo Bimbo.

## 2. Scope

This Policy applies to and binds the requesting associates, buyers, negotiators, and payment authorizers involved in the definition, development, and acquisition of IT Products & Services across all Grupo Bimbo business units.

## 3. Definitions

**IT Products & Services:** Any resource that involve the use of technology to store, retrieve, transmit, and process data. Explicitly approved by Grupo Bimbo Global Business BT department. It includes but is not limited to, any contract established in the form of, professional services, leases, or technological property and services such as the following:

- Commercial software (licenses, maintenance, subscriptions, and application support)
- Any hardware or software related to system operations (data processing and storage, cloud-based processing, infrastructure and maintenance hardware, services, or equipment [for example, routers, wiring, links, recruitment, printing services, site technicians])
- Mobile and fixed telephony
- Projects and systems, including conference services, on-demand services (Software-as-a-Service [SaaS]), communications equipment (networks), and the maintenance thereof.

*Shadow IT*: Is the use of information technology systems, devices, software, applications, and services without explicit Grupo Bimbo Global Business BT department approval. Including approval from BT Governance, security and architecture standards. It will also be considered any initiative or project that is not aligned to the annual planning of Grupo Bimbo Global Business Technology.

## 4. Responsibilities

**Global Business Technology Department:** Defines, evaluates, and selects the IT Products & Services implemented by Grupo Bimbo and establishes the standards for their management and government

**Global Procurement Department:** Defines the *FGB-PR-01 Global Procurement Policy* and the minimum commercial requirements that apply to IT Products & Services.

**Business Unit Top Management:** Ensure that its Business Unit complies with the guidelines dictated by this policy.

## 5. General guidelines

It is Grupo Bimbo's policy that all persons involved in the processes of purchasing and managing IT Products & Services comply with the procurement process in accordance with the guidelines issued by the *FGB-PR-01 Global Procurement Policy* and by this Policy, as follows:

- The Global Business Technology Department is the only one authorized to define and select the technology that will be implemented in Grupo Bimbo. Therefore, all the hardware, software, services, and functions related to systems must be specified and authorized by this Department.
- The Global Procurement Department will be the only one authorized to define the global acquisition, contracting, and payment conditions to suppliers, ensuring the best quality levels and cost controls for Grupo Bimbo.

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- All negotiations must be conducted in a centralized form and done in conjunction with both departments, except in those cases where it has been explicitly agreed that they will be carried out independently, fulfilling each department's responsibilities.
- The VPs of each Business Unit should:
  o Ensure that the areas under their scope do comply with the guidelines established in this policy.
  o Prevent the deployment of *Shadow IT*
- All hardware, software, and services purchases must be authorized by the business unit and made to suppliers according to the prices negotiated centrally.
- Only negotiations expressly delegated by the Global BT Department to business units may be executed locally and carried out for the following resources:
  o Data, video, and audio wiring
  o Consumables such as USBs, external hard drives, mouse, keyboards, and monitors purchased separately from the CPU
  o Electric power and air conditioning equipment
- All negotiations must be in compliance, to the purchasing methodology and the Zero-Based Budgeting management in the IT category.
- All system platforms must be specified and selected by the Global BT Department in accordance with the business requirements of the business units.
- All hardware, software, services, subscriptions, and/or IT functions shall be installed only by on-site technicians assigned by the Global BT Department.
- The method for the acquisition of products and services will be detailed in the corresponding procedure.

## 6. Responsibilities / Ownership

The Global Business Technology 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 | | | | |
| 2 | September 5, 2022 | Alejandro Cuevas | Antonio Parra | The guidelines to avoid the use of Shadow IT were added. |