1. Purpose

Establish the general guidelines to promote a psychologically healthy and safe workplace, these guidelines serve as support for compliance with local regulations

2. Scope

This policy applies to all Grupo Bimbo associates of all worplaces from all Business Units, affiliates, and subsidiaries, in its different countries, functions and business areas.

3. Definitions

Forced Labor: Any work or service demanded/imposed on a person under threat of penalty, that a person has not offered voluntarily.

Mental (Psychologically) Health and Safe Workplace: A workplace that promotes associates mental well-being and actively works to prevent harm to their mental health, including in negligent, reckless, or intentional ways.

Mental Health (Psychological Health): State of well-being where a person performs their work and is able to cope with the normal stresses of life, can work productively and is able to contribute to their community.

Mental Health Promotion: Interventions that improve overall well-being and are delivered in the settings where people live, work, learn, and thrive. These include mental health programs in the workplace, social support and community engagement, empowerment of women, anti-discrimination programs, and other actions that address the social factors of mental health.

Mental Safety: The absence of harm and/or threat of harm to mental well-being that an associate might experience. Mental safety deals with the risk that an associate may experience to their mental well-being. Improving the psychological safety of a work setting involves taking precautions to avert injury or danger to an associates' mental health.

Mistreatment: Set of hostile or abusive behaviours, either physical and/or verbal behaviors that a person or group of people, with real or perceived power, uses against others consistently and repetitively.

Psychosocial Risk Factor: Hazards including elements of the work environment, management practices, and/or organizational dimensions that increase the risk to health.

Speak Up Line: Communication channel between an associate, provider or third-party and the Steering Committee of Grupo Bimbo to share a report.

Workplace Violence: Any acts of harassment, bullying or mistreatment against associates that may harm their physical integrity or mental health.

4. Responsibilities

CEO, Business Unit VPs: Be aware of an enforce the compliance of this policy. Make budgets available to implement mental health programs and risk management initiatives. Require their direct reports to be accountable for compliance on all matters of mental health and well-being, as outlined in the *__GGB-015 Global Safety Policy __* and *__FGB-HR-01 Global Wellness Policy__*.

VPs of People and Safety and Well-Being: Monitor compliance of this policy. Have associates who are trained and responsible for the execution and follow-up of this policy. Ensure that budgets are available to execute mental health and psychosocial risk prevention initiatives.

Area Managers and Leaders: Encourage associates to participate in mental health programs. Support and comply with mental health training activities to promote mental health and psychosocial risk factors management. Promote a **Psychologically Healthy and Safe Workplace** that complies with our Golden Rule (Respect, Fairness, Trust and Fairness).

Associates: Participate in mental health and/or psychosocial risks training (as defined by the regulations issued by the competent authorities of each country), as well as with labor Safety and Well-being programs from the Business Unit. Promote a **Psychologically Healthy and Safe Workplace.**

5.   General Guidelines

Business Unti Safety and Well-being team should**:**
- Identify programs to promote mental health, as well as to identify, evaluate, control and follow-up on psychosocial risks. These programs should be aligned with relevant regulations issued by the competent authorities in each country, as well as with Business Units own occupational Safety & Well-being programs. These programs should include actions such as: mental health and emotional support lines or telemedicine programs.
- Protocols to provide support to associates reintegrations into the workplace after a leave of absence.
- Provide adequate safety and wellness training for associates in the use of new technologies which may challenge their performance.
- Have a trained working group: As defined by the Safety & Well-being leader, that includes a variety of cross-functional leaders, for example: People leader, Labor Relations leader and, the leader of Occupational Health Staff / Plant Physician, where appropriate.
- Be responsible for implementing, following up and evaluating the actions defined in this policy.
- Promote communication and training of leaders and associates on mental health programs and psychosocial factors management, their impact on health, life balance, work environment and business productivity issues.
- Ensure the physical and mental health factors in all incident investigations, such as:
  o Workload management
  o Work demands
  o Training
  o Protection to the physical safety and other stressors, as identified by associates.
  o Violence, bullying and harassment
  o Leadership exercise
  o Workplace environmental conditions
  o External factors
- In the event of severe incidents or high-impact events (e.g., natural disasters), mental health support should be offered to the associates to avoid post-traumatic stress.

All associates should:
- Govern their behavior pursuant to the ***GGB-001 Code of Ethics***, with the ***GGB-009 Global Diversity and Inclusion Policy***, with the ***GGB-018 Global Policy on the Prevention of Harassment and Discrimination*** and this policy. Treat their co-workers and managers according to the Golden Rule (Respect, Fairness, Trust and Fairness).
- Participate in events focused on mental health or seek the advice of a medical practitioner determined by the local regulations.
- Report, through the *Speak Up* line, any practice inconsistent with our Beliefs or does not contribute to a favorable workplace environment or any type of mistreatment, forced labor or improper conduct.

All managers, regardless of their seniority or workplace, should:
- Support the implement measures to prevent psychosocial risk factors, workplace violence to help foster a positive Mental Health and Physically Safe Workplace.
- Acknowledge the performance and behavior of associates according policy rules set forth at the relevant Business Unit.
- Distribute workloads pursuant to Grupo Bimbo´s operating procedures and relevant local regulations in the country.
- Follow-up on the compliance with the rules aimed at preventing any conduct or behavior involving workplace violence, safeguarding the information collected, processing and intervening in a timely manner in complaints received through the *Speak Up* line or any other reporting channels.

At Grupo Bimbo, we have **zero tolerance** of any behavior or action that generates violence, discrimination, exclusion or lack of support to ensure compliance of the **_GGB-018 Global Policy on Harassment and Discrimination_**.

The *Speak Up* line should be a widely communicated to all associates so they feel confident to report behaviors or actions that are not a positive environment within the workplace and any kind of mistreatment, forced labor or undignified treatment.

6. Responsibility / Ownership

The Global People Office is the assigned owner of this guideline and is responsible for updating the policy and compliance. It is also responsible for submitting it for approval to the Global Office of Internal Control and Risk Management, the Steering Committee and General Management.

7. Updates

The changes implemented in between versions are described as follows:

Revision / History of revision				
Version	**Revision date**	**Updated by:**	**Approved by:**	**Main Changes**
1	November, 2022	Manager Safety	Global Director Safety and Wellness	First publication