

**To:** All Tivoli Group Employees  
**From:** Chief Human Resources Officer (CHRO)  
**Date:** December 11, 2025  
**Effective:** Immediately  
**Subject:** Policy on Employee Representation of Tivoli Group at Events and Occasions

---

### 1. Purpose of the Memo

This memo serves to formally clarify Tivoli Group's policy regarding employee participation in any event, occasion, or engagement locally or internationally as a representative of the company. The purpose is to ensure proper governance, brand protection, and alignment with corporate protocols.

### 2. Representation Restrictions

Effective immediately, no employee is permitted to represent Tivoli Group in any capacity at the following types of events whether local or overseas without prior written approval from Management:

- Conferences, seminars, forums, and trade shows
- Exhibitions and product demonstrations
- Corporate functions, business gatherings, and official ceremonies
- Embassy-hosted events or diplomatic receptions
- Networking events, business lunches/dinners, and industry meetings
- Award ceremonies, sponsorship events, and media engagements
- Panel discussions, speaking opportunities, or public representation
- Any event where Tivoli Group may appear to be formally or informally represented

No informal or verbal authorization is permitted. Only written approval is considered valid.

### 3. Invitations Received by Employees

Employees who receive any form of invitation related to Tivoli Group including invitations from:

- Suppliers
- Vendors
- Business partners
- Embassies
- Government entities
- Media organizations
- Any third party

must not respond, accept, decline, or engage with the inviting party before following the required process.

#### **4. Mandatory Procedure for Handling Invitations**

All invitations must follow the workflow below:

1. Employees receive invitations via email, letter, phone call, or any other communication channel.
2. Employees immediately forward the invitation to the CHRO without providing any commitment or acknowledgment to the inviter.
3. CHRO reviews the invitation and assesses relevance and alignment with company interests.
4. CHRO escalates the matter to the CEO for recommendation and evaluation and decision whether Tivoli Group should be represented at the event and if representation is appropriate, who will be authorized to attend.
5. Employee receives written notification, approval or rejection will be provided in writing only. Verbal confirmations or informal messages are invalid.
6. Only employees with written approval may attend. The communication must explicitly state that the employee is authorized to represent Tivoli Group.

#### **5. Prohibited Actions**

Employees are strictly prohibited from:

- Accepting or declining invitations on behalf of Tivoli Group
- Attending any event as a representative without written approval
- Using Tivoli Group name, logo, or brand in relation to any external event without authorization
- Engaging in side meetings or introducing themselves as official company representatives without approval
- Accepting gifts, benefits, or hospitality without following compliance protocols

#### **6. Accountability & Consequences**

Failure to comply with this policy may result in:

- Formal warnings
- Disciplinary action in accordance with HR policies

This policy protects both the employee and Tivoli Group from reputational, legal, and commercial risks.

#### **7. Additional Notes**

- If an invitation includes travel, accommodation, or hospitality, the CHRO and CEO must review it under the company's Conflict of Interest and Gift Policies.
- If representation is approved, the employee will receive guidelines regarding messaging, conduct, and reporting requirements.
- After attending an approved event, the employee must submit a brief summary report to the line manager and CHRO within 48 hours.





**TIVOLI GROUP**  
مجموعة تيفولي

#### **8. Effective Date**

This memo is effective immediately and applies to all employees, regardless of position or department.

#### **For Questions or Clarifications**

Please contact the HR Department

Thank you,

Anwar Ghaida  
Chief Human Resources Officer