



TIVOLI GROUP

مجموعة تيفولي

MEMO

To: All
From: Chief Human Resources Officer
CC: Mr. Samer El Natsha
Date: January 07, 2026
Subject: **Confidentiality and Information Sharing**

Dear All,

Following to the confidentiality agreement & policy, this memo serves as a formal reminder of your ongoing confidentiality and information-sharing obligations following the departure of former employees from Tivoli Group.

Effective immediately, all employees are instructed not to provide, disclose, discuss, confirm, or share any company-related information with any former employee or external party who is not authorized to receive such information. This restriction applies regardless of the method of communication, including verbal discussions, written correspondence, electronic messages, or informal conversations.

Information that must not be shared includes, but is not limited to:

- Sales targets, quotas, forecasts, or performance data
- Pricing models, pricing strategies, discount structures, or quotations
- Project details, project timelines, bids, proposals, or deliverables (past, current, or planned)
- Client names, client contact details, decision-makers, or client requirements
- Supplier, vendor, or partner information and contacts
- Financial information, budgets, costs, margins, or profitability data
- Business strategies, marketing plans, or go-to-market approaches
- Login credentials, system access details, or internal tools
- Any information not publicly available that relates to the Company's operations or business interests

Employees are also reminded that requests for information made directly or indirectly, including through third parties, intermediaries, or personal relationships, must be declined.

Any attempt to obtain company information in violation of these obligations should be politely refused and immediately reported to the HR Department.

This notice is issued to protect the Company's confidential information, business interests, and ongoing operations. Failure to comply with this directive may result in disciplinary action in accordance with company policy.

Thank you for your cooperation.

Sincerely,

Anwar Ghaida

Chief Human Resources Officer