

To: Tivoli Group Employees
From: Chief Human Resources Officer
Date: January 29, 2026
Subject: No Food or Drinks in Showroom Area

Dear All,

This policy serves as formal notice with immediate effect.

All employees are strictly prohibited from bringing, carrying, consuming any food or beverages within the showroom area. This includes, without limitation, food items, snacks, cups, bottles, takeaway containers, and drinks of any kind.

This policy always applies and without exception, including but not limited to:

1. During official working hours
2. While attending to or interacting with customers
3. While passing through the showroom

In particular, employees are not permitted to carry coffee cups or any food or beverage containers while walking inside the showroom. Should an employee require a beverage, they may request assistance from the tea-boy, who will serve the drink directly to the employee's office or to another designated break area.

The purpose of this policy is to uphold the highest standards of professional appearance, and brand representation. As a customer-facing space, the showroom must consistently reflect a clean, orderly, and premium environment.

Employees are required to consume food and beverages only in designated areas approved for this purpose. Personal food or drink items must not be visible, carried, or accessible within the showroom under any circumstances.

All employees are expected to fully comply with this directive. Any violation of this policy may result in disciplinary action.

Your cooperation in maintaining a professional and welcoming environment is essential and appreciated. For any clarification, please contact the Human Resources Department.

Thank you for your immediate attention and compliance.



Anwar Ghaida
Chief Human Resources Officer