

To: All Tivoli Group Employees

Subject: Scheduling Appointments with Corporate Division Team

Dear All,

In order to maintain a professional and productive work environment and to better serve employees' needs, meetings with the corporate division must be properly organized and scheduled.

Please note that you may still reach out to the concerned departments (HR, Finance, IT, CRM) at any time via phone call, Microsoft Teams, or email. However, if a meeting is required for business or employment-related matters, you are requested to contact Angela at 4021 2005 to schedule an appointment with the relevant personnel.

All meetings with corporate division personnel must be scheduled in advance. Walk-ins for non-urgent matters will not be accommodated, as they may interrupt ongoing work. Please note that meetings will be accommodated based on availability, and employees are encouraged to remain flexible, as schedules may be impacted by urgent tasks or prior commitments.

Meetings will be prioritized based on urgency, relevance, and alignment with business needs.

Action Required

All employees are requested to follow this procedure when arranging meetings with the corporate division. This approach will help maintain a professional workplace, reduce disruptions, and improve overall productivity.

Thank you for your cooperation.

Sincerely yours,



Anwar Ghaida
Chief Human Resources Officer