



OFFICIAL ANNOUNCEMENT

Date: 08/01/2026

Policy Name: Attendance Policy

Policy Code: TG/ ATP/ 01/26

Effective Date: January 11th, 2026.

Issued By: Chief Human Resources Officer

To: Tivoli Group employees

Purpose

This memorandum is issued to inform all employees of the following to the attendance policy, including official working hours, reporting procedures for late attendance, and payroll implications. All employees are expected to strictly adhere to the guidelines stated below.

Official Working schedule at the Head Office

Employees assigned to their duties at the Head Office are required to adhere to the following work schedule:

Working Hours: 8:00 AM to 5:30 PM

- Expected arrival time: Employees are expected to be present at the start of their scheduled working hours.
- Grace Period: 10 minutes (until 8:10 AM)
- Working days: From Sunday to Thursday
- Day off: Friday and Saturday

Official Working schedule for Showrooms

Employees assigned to their duties at the showrooms are required to adhere to the following work schedule:

- Operation hours: 09:00 AM to 09:00 PM
- Morning shift and Evening Shift
- Expected arrival time: Employees are expected to be present 10 minutes before their duty time for handover and organization.
- Working days: from Saturday to Thursday
- Day Off: Friday

Note: Due to operational requirements, employees may be required to work on public holidays. Such days will be compensated with corresponding time off in accordance with company policy. Any offset days must be taken within 90 days, or they will be forfeited.



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Site-Based Employees

Employees assigned to project sites shall follow the site work schedule set by the Management.

- Working hours: As per the site operation
- Expected arrival time: Employees are expected to be present 10 minutes before their duty time for organization.
- Working days: from Saturday to Thursday
- Day Off: Friday

Note: Due to operational requirements, employees may be required to work on Fridays. Such day will be compensated in accordance with company policy.

Official Working schedule for workshops

Tivoli Interior Workshop:

Working hours: 07:00 AM to 04:00 PM

- Working days: From Saturday to Thursday
- Day Off: Friday

Fabric and Wall Covering Workshop:

Working hours: 08:00 AM to 05:00 PM

- Working days: From Saturday to Thursday
- Day Off: Friday

Warehouse and Delivery operations:

Working hours: 07:00 AM to 04:00 PM (warehouse operations)

Working hours: 08:00 AM to 05:00 PM (delivery operations)

- Working days: From Saturday to Thursday
- Day Off: Friday

Late Attendance Reporting

In cases where an employee might arrive late for any reason, the following procedures shall be applied:

- The employee must inform their Line Manager immediately.
- The Line Manager shall review and consider the situation and take an action in the Attendz system or indicate "Treat the case as per HR Policy."
- The Line Manager is authorized to approve early leave or late arrival of up to two hours, limited to two instances per month.
- Failure to notify the Line Manager shall be managed in accordance with company policy.



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Attendance Delays and Payroll actions

- All attendance records and discrepancies will be automatically recorded in the system.
- System will generate correspondence in accordance with company policies.
- Attendance records and applicable actions shall be validated and finalized during payroll processing.

Compliance

All employees are kindly requested to comply with the above work schedules and attendance terms and conditions. Repeated non-compliance will be subject to disciplinary action as per company policy.

Modification:

Management reserves the right to modify the work schedule as required by business needs.

This revised work schedule shall take precedence over and replace all prior schedules, whether communicated verbally or in writing for all divisions.

For clarifications, please contact the Human Resources Department

Sincerely yours,

Anwar Ghaida
Chief Human Resources Officer