

**To:** All Tivoli Group Employees  
**Subject:** Important Guidelines

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Dear All,

As part of our responsibility toward society and our commitment to being responsible community members, we would like to share the following guidelines to help ensure everyone remains informed and avoids any actions that may be considered unlawful, which we are confident you are already aware of and practicing.

All employees are expected to exercise responsibility, awareness, and full cooperation at all times.

### **1. Prohibited Actions – Photos and Videos**

To prevent the spread of sensitive information and to safeguard security operations, the following actions are strictly prohibited:

- Taking photos or videos of incidents, military activities, or security developments, and sharing or posting them on social media, is strictly prohibited.
- Recording or photographing individuals in public spaces without their explicit consent.

### **2. Information Sharing and Communication**

Accurate and responsible communication is critical:

- Do not spread rumors, speculation, or unverified information.
- Refrain from forwarding messages, videos, or news.
- Rely only on verified updates from legal authorities.
- Avoid creating panic or confusion through misleading or exaggerated information.

All employees are expected to demonstrate full compliance and accountability.

### **3. Company Expectations**

As part of our organization, we expect all team members to:

- Act responsibly and professionally at all times
- Support a respectful environment in the workplace
- Report any concerns or incidents to HR

Any breach of these guidelines will be the individual's responsibility, and the company will not be held liable. Your cooperation and understanding are highly appreciated.

Sincerely yours,



Anwar Ghaida  
Chief Human Resources Officer