



TIVOLI GROUP

مجموعة تيفولي

MEMO

To: All

From: Chief Human Resources Officer

CC: Mr. Samer El Natsha

Date: January 07th, 2026

Subject: Business Travel Freeze for 2026

Dear Team,

This memo is to inform you that business trips will be placed on hold throughout the year 2026.

Purpose

The purpose of this measure is to support prudent planning, effective cost management, and the prioritization of key business initiatives during 2026. This approach will help ensure that company resources are allocated efficiently and responsibly.

Travel Arrangements

Employees are kindly requested to refrain from making any travel arrangements, bookings, or commitments related to business travel for 2026 during this period.

Exceptions

Should there be any critical business requirements that necessitate travel, exceptions may be considered. In such cases, prior written approval from CHRO and CEO will be required, and each request will be reviewed on a case-by-case basis.

We appreciate your cooperation and understanding as we work toward achieving the company's objectives.

Sincerely yours,

Anwar Ghaida

Chief Human Resources Officer