The Texas A&M Forest Service requires identification photographs of all full-time employees. The photographs must adhere to agency standard requirements and will be maintained in Workday by the Employee Development (ED) Team.

1. **Photographs**
	1. ED will take all identification (ID) photographs during New Employee Orientation (NEO).
	2. Employees wanting to update their NEO photograph from their home office will contact ED for further instruction.
2. **Photograph Standards**
3. Photographs will consist of a head shot.
4. Background colors will be blue, white or gray.
5. Photographs will be taken in business setting.
6. Employees will wear business attire.
7. **Photograph Usage**
	1. Employee photographs will be used on ID badges and uploaded into Workday.
8. **Approval**
	1. ED approves all employee photographs and changes. No other photographs may be used on employee ID badges or in Workday.
9. **Enforcement**
	1. ED is responsible for enforcing the employee identification photographs for the ID badges and Workday.

CONTACT: Employee Development Administrative Coordinator, (979) 458-6628