

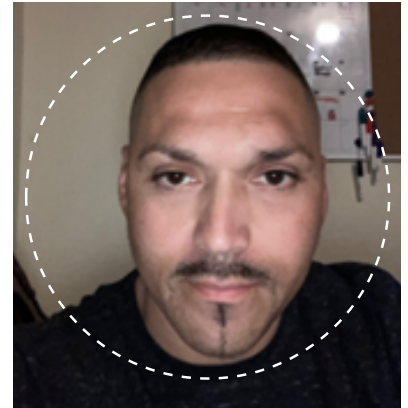
WORKDAY TEAM MEMBER

PHOTO GUIDE

GOODWILL

Profile images must be an identifiable portrait of the team member (i.e., no stand-in photo of a pet, no sunglasses, no masks, etc.).

- The photo should be clear, of good quality and of a view that is close enough for the team member to be easily identified.
- The team member should be dressed in appropriate business formal or business casual attire, consistent with the Company's Dress Code Policy.
- Each photo should be an appropriate head shot (shoulders and above). *See the sample.*



Examples of photos that DO NOT meet the guidelines include:

- Caricatures
- Vacation Photos
- Photos Of Pets
- Group Photos
- Sports/hobby Photos
- Etc.

Photos will require manager approval prior to being visible in Workday.