

Workday Employee Photos Guidelines

July 2018

Background

Workday is Medavie Health Services modern new software system for human resources and payroll. It replaces numerous systems and paper processes currently in use, bringing human resources and payroll functions together into a single standardized and seamless cloud-based system.

Employees will use Workday to manage and view their personal, pay and benefits information and they may also use it for other tasks, such as applying for leaves or requesting vacation.

Workday's design is very similar to social media or consumer online sites. It will be available 24/7 and through multiple devices, such as tablets and mobile.

One of the beneficial features of Workday is to view organizational structures and employee profiles. With this feature, employee photos will be used with each profile. There are a number of advantages of having employee photos added to Workday, including:

- Allows employees to match names to faces in advance of a meeting;
- Helps new employees easily view their reporting structure and familiarize themselves with key staff;
- Gives employees working in geographically distant offices or those working remotely the opportunity to 'see' people they might rarely interact with face to face; and
- Builds a sense of community within the organization, reinforcing the fact that employees are more than just names and job titles.

Objective

To have professionally-consistent identification photos for all Medavie Health Services employees uploaded into the Workday system.

Employee Photo Requirements

All current photos in any operating companies that are used on any employee identification (badges) can be uploaded onto the profile or employees can use personal photos with the following guidelines:

- The photograph must be taken within 24 months preceding the submission. Employees will be reminded when their photo needs to be updated.
- The photograph must only show the employee – no photos showing other people, animals, etc.
- The photograph must show the upper body of the employee without head covering unless worn for religious beliefs or medical reasons, or wearing sunglasses.
- The employee must be dressed in work-appropriate clothing.
- The photograph must show the employee's face looking directly at the camera so that his/her face is recognizable.
- The photograph should be shot against a plain background or one that does not distract from the employee's face.
- The photo should be submitted electronically, through Workday, in a .jpg, .gif or .png format. The file size should be 1-2 MB in order to ensure high-resolution quality.

Medavie Health Services Oversight

Security – Only the employee and HR can add or remove any photos. The photos cannot be copied by others.

All employee photos uploaded to Workday will be reviewed by HR. Any photo that does not meet the established criteria will be required to be reshot and resubmitted by the employee.

Employee photos submitted to Workday will be used only on the employee photo. Photos will not be used in any external capacity, including but not limited to marketing or recruitment activities.

Photos of employees who have left the employ of MHS will be removed within 1 business day of their last day of employment.