

Workday Profile Picture Standards

Section: Human Resources

Policy & Procedure Number:106

Date: April 24, 2025

Guest Services encourages all team members to take advantage of the Workday option to upload a picture of themselves or an official GSI approved logo in their Workday profile.

The intent of this policy is to ensure that these profile pictures are appropriate for our workplace.

The following guidance should be considered when uploading a profile picture:

- Pictures should be a recent, identifiable photo of the employee only.
- Pictures should not include pets, pictures of other people (such as co-workers, family or any other individuals.)
- Pictures can be approved logos – the GSI logo or any GSI location logo.
- Team members should dress in appropriate attire or their unit specific dress code per the employee handbook.
- Pictures may not show derogatory, discriminatory, or profane words, symbols, or phrases.
- Pictures may not be of animals, memes, avatar, cartoons, political statements or other digital imagery.
- Pictures may not include lewd or crude mannerisms or suggestive poses.

Team members should be advised that all photos uploaded to Workday will be subject to review and approval at the sole discretion of the Office of Human Resources (HR). HR reserves the right to review and remove any pictures that fail to meet the above standards at any time. Decisions on the applicability of an employee's photo made by HR on behalf of Guest Services, Inc. are final.

Team members will receive an optional task to upload a photo upon hire as part of onboarding documentation. Team members may also upload or change their photo via the Change My Photo option on their profile (located under Actions > Personal Data).

Size and File Type

The maximum image size is 10 MB. The image should be a recent photo in which the employee is the only subject. It is recommended that the image be approximately 200 x 200 pixels with a solid-colored background. The image file should be in one of these formats: JPEG, GIF, BMP, TIFF or PNG. Workday does not support images in the CMYK color space.