

Photograph Instructions for TOL Identification Badge

In alignment with the Corporate Employee Identification Standard, the following guidelines will be used for TOL identification badge photographs.

If people wish to submit their own photograph for their identification badge, the submitted photograph must meet all standards outlined below or it may be rejected and another one requested that does meet the standards. If you are unable to capture and submit a photo, one can be taken for you by appointment. Please note the same photo may be used for online services such as Outlook, and Teams, in addition to your identification badge.

Photo specifications

- JPG or JPEG format
- 2"x 2" and at least 300ppi (pixels per inch)
- Full colour, in focus, with sufficient lighting and contrast
- Solid or consistent lit background, free of distractions
- An accurate representation of what you look like (must be taken within the last year)

YES



- Front view of your face, centered horizontally, and vertically
- Face takes up about half the vertical space in the photo
- Ears and shoulders are visible
- Eyes are open and looking directly at the camera
- Clothing is your regular work attire
- You are the only person in the photo
- Simple, light coloured background
- Smile!

NO



- Tilted head in any direction
- Filters of any kind
- Edits of facial features
- Hats, headgear, or dark glasses unless required for religious or medical reasons
- Funny faces or comical gestures
- Other people in the background or partially cropped out
- Other objects visible in foreground or background
- Hands near your face

Some examples of what and what not to do are on the next page.



YES



NO
Looking away



NO
Head tilt



NO
Busy background



NO
Head cropped



NO
Filter application



NO
Lack of contrast



NO
Too far



NO
Eyes closed



NO
Too close



NO
Funny face



NO
Wearing a hat