



Staff Photographs

To help us get your staff ID card ready, we'd be grateful if you could send us a recent photograph that follows the guidance below. Thank you for helping us with this. Having a clear and suitable photo means we can produce an ID card that looks professional, works well, and helps colleagues recognise you when you're visiting the office.

We know having your photo taken isn't everyone's favourite task, so we've kept the guidance as simple as possible. Why not enlist the help of a friend/colleague?

Your photo should be:

- clear and in focus
- in colour
- unedited and not altered by software or filters

To make sure your photo can be used, please check that it:

- shows only you, with no other people or objects visible
- is taken against a plain, light-coloured background
- shows you clearly against the background
- does not include red-eye

Please include your head, shoulders and upper body, and try not to crop the image too closely.

When taking your photo, please make sure you:

- are facing forwards and looking directly at the camera
- have your eyes open and clearly visible
- keep hair away from your eyes
- do not wear a head covering unless it is for religious or medical reasons
- do not have anything covering your face
- avoid shadows on your face or behind you