

I. Overview

The purpose of this procedure is to ensure UACCB employees utilize a professional photo for use in work-related profile pictures within on-campus and cloud-based software, platform, or application.

II. Practice

- 1) Employees uploading a photo to a UACCB affiliated or endorsed software, platform, or application will use a professional photo provided by UACCB or a campus-provided photographer.
- 2) Employees will be provided a digital version of their professional photo upon being hired, with regular opportunities for a revised photo.
- 3) No other photo source will be permitted, unless endorsed by the appropriate designee of UACCB.

Adopted: July 8, 2021