

POLICY AND PROCEDURE MANUAL

Pennington Biomedical	POLICY NO. 103.00	Effective Date: 01/2010
Impacts:	All Employees	Review Date : 8/02/2017
Subject:	Employee Photo Policy	Revision Date: 08/02/2017
Source:	Communications	Version: #2

Purpose:

The LSU Pennington Biomedical Research Center has established this policy to encourage and assist the Center's employees to provide and post photos to the Center's intranet directory pages to aid in identification and personal recognition of Center personnel. This policy is also to ensure acceptable photos that meet Center guidelines for quality, appropriateness and legal use.

General Policy

The composition of all photos posted to Center intranet (PINE) directory pages will have a single subject – the employee to be identified.

Although the setting and background may vary as to employee preference, subjects will be dressed in appropriate attire and striking a pose suitable for professional publication and posting.

Photos shall comply with PBRC Employee Directory Photo *Guidelines and Instructions*.

All employees shall:

- Adhere to all LSU System policy concerning Web sites
- Adhere to all Copyright, Trademark and other regulations designed to protect original authored works including logos, trade names and the like.
- Ensure content is appropriate to a professional, academically based intranet site and is displayed in a professional manner of suitable quality.

Executive Oversight

The Executive Director shall have final authority and approval of all photos posted to the employee directory site, and may without notice remove any photos disallowed by this policy.



Policy Committee Secretary's Attestation

Date of Policy Committee Meeting: Approved by expedited email review 5/4/2018

Policy #: 103.00 Employee Photo Policy

Date of Approval: 5/4/2018

Publication Date: 5/21/2018

Effective Date: 5/4/2018

A handwritten signature in blue ink that reads "Anne Duke".

Anne Duke, Policy Committee Secretary

A handwritten date in blue ink that reads "5/16/18".

Date

Approval by the Executive Director

A handwritten signature in blue ink that reads "John Kirwan".

John Kirwan, PhD
Executive Director

A handwritten date in blue ink that reads "5/17/18".

Date