



Title	Photo ID Requirements
Subject	Physical Security
Category	Physical Security
Revision	1.0
Date Created [yyyy-mm-dd]	2023-03-31
Last Modified [yyyy-mm-dd]	2023-03-31
Author	Domenic Acchione
Document Approval(s)	Martin Gagnon - Director - Information Technology

Revision History

Version	Date	Revision Author	Summary of Change
1.0	03/01/2023	Domenic Acchione	Requirements Document Creation

Confidential document
Proprietary Information of Global Excel Management Inc.

This document contains proprietary and confidential information of Global Excel Management Inc. and shall not be, in whole or in part, reproduced or transferred to other documents, disclosed to others or used for any purpose other than that for which it is furnished, without the prior written consent of Global Excel Management Inc.

It shall be returned to Global Excel Management Inc. upon request.

Purpose

Every employee is given a company-issued photo ID badge and building access card. The badge must be worn on person and be visible at all times when on the Global Excel Management site(s). The access card must be carried on person at all times during working hours.

This document describes the requirements for a photo to be used on a photo ID card.

Photo Requirements

Size

Your photos must meet these specifications:

- 2 inches wide by 2 inches high

OR

- 1284 x 1284 Pixels

AND

- 5MB Maximum File Size

The height of your face must measure between 31 mm (1¼ inches) and 36 mm (1⅞ inches) from your chin to the crown of your head (natural top of head).

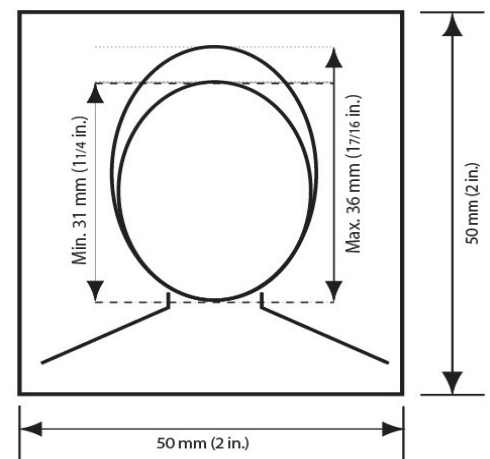


Image quality

Your photo may be in colour or in black and white.

It must be:

- clear, sharp and in focus
- have uniform lighting and no shadows, glare or flash reflections
- show a clear difference between your face and the background
- show your natural skin tone
- be an original photo that is not altered in any way

Facial expression

It is recommended that your photos show a neutral expression, however you are free to smile should you wish. This type of photo helps us confirm your identity and prevent fraud.

A neutral facial expression means:

- your eyes are open and clearly visible
- you're looking straight at the camera

Appearance and posture

Your photos must show how you look now.

This means that your photos must be taken no more than 6 months before submission.

Your photos must also:

- show your face and shoulders centred and squared to the camera
 - o not tilted in any direction
- have a plain white or light-coloured background

✓ We **accept** photos with

- glasses
 - o Your eyes must be clearly visible.
 - o There must be no glare on the lenses.
- hair down or up
 - o Your hair must be off your face, so that the edges of your face are visible.
- hats and head coverings worn daily for religious beliefs or medical reasons
 - o Your full face must be clearly visible.
 - o The head covering must not create shadows on your face.
- a wheelchair, if you place a white blanket behind your head
 - o Your facial features and the edges of your face must both be clearly visible.

✗ We **don't accept** photos with

- sunglasses or tinted eye glasses
 - o This includes prescription lenses, even when your eyes are clearly visible.
- red-eye effect or red-eye alterations
- hats and head coverings **not** worn daily for religious beliefs or medical reasons
- shadows
 - o lighting must be uniform to avoid shadows
 - around your ears
 - in the background
 - across your face or shoulders