

# Headshot Reimbursement Policy

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This agreement is established between the undersigned employee (hereinafter referred to as "Employee") and the designated company or office (hereinafter referred to as "Employer"). This document pertains explicitly to the professional headshot provided as a requisite component of the onboarding process.

Employer/Company Name: \_\_\_\_\_

As a part of our onboarding process, you will receive a professional headshot, coordinated through our office. This headshot is a paid service offered by an external photographer and is intended for use in marketing, website, or internal identification purposes.

If your employment concludes before the completion of 90 days of continuous service from your official start date, you will be liable for the cost of your headshot. The amount of \$ \_\_\_\_\_ may be deducted from your final paycheck to facilitate this reimbursement.

Please review the terms below and provide your signature to indicate your acknowledgment and agreement.

Employee Full Name: \_\_\_\_\_

Start Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ 90-Day Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Headshot Cost: \$ \_\_\_\_\_

Office/Representative name: \_\_\_\_\_

## Acknowledgment and Signature

By signing this form, I acknowledge that I understand and agree to the terms regarding the Headshot Reimbursement Policy as detailed above. I understand that the photography service is provided by an external company and that my employer will cover the costs. Furthermore, should I decide to terminate my employment or be terminated before the completion of the 90 days, I may be liable for the costs associated with the headshot.

Employee Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Office/Representative Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

# Employee Exit: Obtaining Your Headshot Portraits

As part of your employment, you received a professional headshot during the onboarding process and signed the Headshot Reimbursement Policy.

This handout provides instructions for requesting your headshot images after employment ends and outlines your rights and limitations regarding image use.

## Image Access and Request Instructions

### To request a copy of your headshot for personal use:

1. Email **Molly Bermea** at [molly@frizzstudio.com](mailto:molly@frizzstudio.com) with your:
  - a. Full name
  - b. Former office/company name
  - c. *If your headshot contains a company logo, Molly can remove it upon request.*
2. Allow 5-10 business days for processing (moving your files to a personal gallery).
3. You will receive a link to your personal headshot gallery (a new link outside the company gallery).

### Personal Release Examples of Use Includes:

- Resume & Job applications
- LinkedIn or other professional profiles
- Optional: You may crop or adjust the image as needed for formatting

### What's Not Included:

- Ownership of the image
- Rights to resell or commercially license the image
- Use of the image in ways that suggest endorsement by your previous employer

### Photographer Contact

Frizz Studio by Molly Bermea | [molly@frizzstudio.com](mailto:molly@frizzstudio.com) | [www.frizzstudio.com](http://www.frizzstudio.com)