

**深圳市递爱福公益基金会
人事管理制度**
**Personnel Management Rules of
the China DAF (Donor Advised Fund)
Charity**

(2018年9月20日经本基金会第一届理事会第二次会议批准通过)
**(Approved and adopted by the first Board of Directors at its
second Board Meeting on September 20th, 2018)**

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本文件英文翻译已由母语为英文的人员审阅。

If you have any comments or suggestions on the content of this document, please send them to general-office@DAF-charity.org.cn. We value your feedback and help in improving this document. The English translation has been reviewed by native English speakers.

第一章 总 则

Chapter I: General Provisions

第一条 为加强基金会人事管理，合理开发使用人力资源，激发进取精神，增强内部活力，提高队伍整体素质，根据《民政部关于加强社会组织专职工作人员劳动合同管理的通知》（民发〔2011〕155号）、《劳动和社会保障部、民政部关于社会组织专职工作人员参加养老保险有关问题的通知》（劳社部发〔2008〕11号）等规定和本基金会章程的规定，结合实际，制定本制度。

For the purposes of strengthening the management of personnel, reasonably developing and utilizing human resources, stimulating an enterprising spirit, enhancing dynamism within the team, and improving the overall quality of the staff at the China DAF (Donor Advised Fund) Charity (hereinafter the ‘Charity’), the Personnel Management Rules (hereinafter the ‘Rules’) are hereby formulated in accordance with the *Notice of the Ministry of Civil Affairs on Strengthening the Administration of Labor Contracts between Full-Time Staff and Social Organizations (No. 155 [2011] of the Ministry of Civil Affairs)*, *Notice of the Ministry of Labor and Social Security and the Ministry of Civil Affairs on Issues Concerning the Inclusion of Full-Time Staff of Social Organizations into Pension Insurance (No. 11 [2008] of the Ministry of Labor and Social Security)*, and other relevant

regulations, as well as the Articles of Organization of the Charity, and in consideration of the Charity's own situation and the prevailing practices in the industry.

第二条 本基金会人事管理工作,除严格执行国家和地方相关规定外,依照本制度对工作人员实施管理。

In addition to strictly complying with relevant regulations of national and local authorities, the Charity shall manage its staff in accordance with the Rules.

第二章 人员聘用

Chapter II: Employment

第三条 本基金会的专职工作人员,实行聘用制。

The full-time staff of the Charity shall be treated as employees under the employment system.

第四条 聘用专职工作人员应当坚持注重品德、尊重人才,着重实际,公平、公正、择优的原则。

The employment of full-time staff shall abide by the principles of emphasizing moral qualities, respecting talents, focusing on practicality, fairness, justice, and the merits of the candidates.

第五条 基金会试聘专职工作人员,试用期内表现不能胜任其岗位工作的,基金会可随时终止试用;试用期满考核合格,由理事长审批后正式聘用;一经正式聘用,应与本基金会签订聘用合同,双方共同遵守。

Full-time staff who are incompetent at work during the period of probation may be dismissed by the Charity at any time. Staff can be officially employed after passing an assessment upon expiry of the probation, followed by the approval of the Chairman of the Board of Directors. Once officially employed, staff shall sign an employment contract with the Charity, with which both parties shall comply.

第三章 管 理

Chapter III: Management

第六条 秘书长办公会是本基金会的人事管理部门，负责本基金会的人事计划、人员培训、劳动工资、劳保福利和考核奖惩等工作的实施，并办理工作人员的试用、聘用、解聘、辞职、辞退、除名、开除等各项手续，以及理事会授权或交办的其他人事管理事项。

The Secretary-General's Staff Meeting, acting as the personnel management department of the Charity, is responsible for the implementation of personnel plan, staff training, and other work related to salary, insurance and welfare, personnel assessment, reward and punishment of staff, as well as the management of procedures regarding the probation, employment, resignation, dismissal, removal, expulsion, etc., of staff. The Secretary-General's Staff Meeting is also responsible for other personnel

management issues authorized or assigned by the Board of Directors.

第七条 新聘工作人员正式上岗，应当接受岗前培训。培训内容包括基金会基本知识、职业道德和执业纪律教育、本基金会章程及制度、本岗业务知识及工作流程等。

Newly recruited staff members shall receive pre-job training before being officially employed. The content of the training includes basic knowledge of the Charity, professional ethics and discipline education, knowledge of the Articles of Organization and various internal rules of the Charity, knowledge of the businesses and work processes associated with the position, etc.

第八条 定期和不定期组织安排工作人员进行岗位技能进修培训。

Technical training for staff members shall be arranged on a regular or irregular basis.

第九条 工作人员应遵守下列规定：

Staff members shall comply with the following rules:

(一) 恪尽职守；

Devote themselves to their duties;

(二) 不得违规使用基金会名义、不得损害基金会声誉；

Not misuse the name of the Charity in violation of the regulations and not damage the reputation of the Charity;
and

(三) 按时上下班，对承办工作争取时效，不拖延不积压，

工作时间不得擅自离岗；

Arrive at and leave the office on time and work efficiently, not delay or have a backlog of work, or be absent from work without consent.

第十条 实行工作人员考核及奖惩制度，并以考核结果作为工作人员任用和奖惩的主要依据。

The rules on assessment, reward, and punishment shall be implemented. The result of assessments will be the main basis for appointment, rewards or punishments.

第十一条 基金会有权辞退不合格的员工。员工有辞职的自由，但均须按规定履行手续。

The Charity has the right to dismiss any unqualified staff member. Staff members have the freedom to resign. The procedures of dismissal and resignation shall be followed in compliance with the relevant rules.

第十二条 员工必须遵守各项规章制度，凡有违反并经教育不改者，基金会有权予以解聘、辞退。

Staff members shall abide by every prescribed rule. If a staff member violates such rules and repeats their behavior after being educated, the Charity is entitled to dismiss them.

员工严重违反规章制度、情形恶劣或者违法犯罪的，基金会有权予以开除；对给本基金会造成损失的，追究相关责

任。

If a staff member substantially violates the prescribed rules which then leads to severe consequences or constitutes a criminal offense, the Charity is entitled to dismiss such a staff member. If any damages are caused to the Charity, the Charity shall hold such staff members accountable.

第四章 待遇

Chapter IV: Treatment

第十三条 基金会专职工作人员的工资及福利待遇依照国家和地方有关规定执行。

The salary and welfare of the full-time staff of the Charity shall be provided in accordance with the relevant rules of the national and local authorities.

第十四条 基金会按照国家与地方有关规定与专职工作人员签订劳动合同，为专职工作人员办理社会保险。

The Charity shall sign labor contracts with its full-time staff and complete the procedures for social insurance for them in accordance with the relevant rules of the national and local authorities.

第十五条 本基金会全体从业人员，在专业技术职称评定方面享受与国有企事业单位同类人员同等待遇。

All staff of the Charity shall be treated equally with staff of the same position at state-owned enterprises and social institutions in terms of the assessment of qualifications of a professional technique.

第五章 附 则

Chapter V: Supplementary Provisions

第十六条 本制度未尽事宜或与有关规定不一致的，按有关规定执行。

Matters not covered in the Rules or provisions in conflict with laws and regulations shall be settled according to those laws and regulations.

第十七条 本制度自 2018 年 9 月 20 日理事会审议通过，自公布之日起实施执行。

The Rules came into force following approval by the Board of Directors on September 20th, 2018.

第十八条 本制度解释权归基金会理事会执行委员会。

The Executive Committee of the Board of Directors is responsible for the interpretation of the Rules.

第十九条 本文本用中英文书写，如有不一致之处，以中文为准。

The Rules are written in both Chinese and English. In case of inconsistency, the Chinese version shall prevail.