



UFCH Volunteer Policy

北京和睦家医疗救助基金会志愿者政策

Board Approval Date 理事会批准日期: 2021-12-13

Definition of Volunteer

A volunteer is a person who of their own free will wishes to use their own personal time to provide their knowledge or skills to support UFCH.

Policy on Volunteers

UFCH is grateful for the support of volunteers and encourages the recruitment and use of volunteers in UFCH's program and office work. Volunteers include clinical and non-clinical staff and includes both one-off volunteer episodes and longer internships.

Volunteer Agreements

All volunteers at UFCH are required to sign a volunteer agreement. The UFCH standard Volunteer Agreement will be used. The agreement is open-ended which allows volunteers to work for UFCH on an ongoing basis but needing only the one contract to be put into place. It is the responsibility of UFCH Program Staff to ensure that their program volunteers have signed volunteer agreements in place prior to the start of the work.

Volunteer Training

Volunteers at UFCH are often the face of the foundation and are a representative of UFCH. Foundation employees must provide volunteers working for UFCH specific training on the tasks that they will be performing. It is the responsibility of the UFCH employee overseeing the program or work to ensure the volunteer is qualified or to raise any concern to the Executive Director immediately.

志愿者的定义

志愿者是指自愿利用自己的个人时间提供知识或技能以支持和睦家基金会的人。

关于志愿者的政策

和睦家基金会感谢志愿者的支持，并鼓励招募和使用志愿者参与和睦家基金会的项目和办公室工作。志愿者包括临床和非临床工作人员，包括一日志愿者活动和较长的实习期。

志愿者协议

所有在和睦家基金会的志愿者都需要签署一份志愿者协议。我们将使用和睦家基金会标准志愿者协议。该协议是开放式的，允许志愿者持续为和睦家基金会工作，但只需要签订一份合同即可。UFCH项目工作人员有责任确保他们的项目志愿者在工作开始前已经签署了志愿者协议。

志愿者培训

在和睦家基金会，志愿者往往是基金会的代言人，是和睦家基金会的代表。基金会员工必须为和睦家基金会工作的志愿者提供关于他们将执行的任务的具体培训。负责监督该项目或工作的和睦家基金会员工有责任确保志愿者是合格，或立即向执行理事长提出任何的担心。

Stipends Offered to Volunteers

As a way to encourage and thank Clinical Volunteers for their time, UFCH will offer Clinical Volunteers performing clinical roles a daily Stipend. UFCH does not mean for this stipend to be a substitute wage. The stipend is the same for all clinical staff such as physicians, nurses, lab techs, pharmacists, etc. Non-Clinical Volunteers or Clinical Volunteers performing Non- Clinical tasks will not be eligible for stipends.

Stipend Schedule

Half Day (up to 4 hours) Full Day (greater than 4 hours)

Clinical Staff Performing Clinical Tasks	RMB 150	RMB 300
Clinical Staff Performing Non-Clinical Tasks	RMB 0	RMB 0
Non Clinical Staff	RMB 0	RMB 0

Note that any UFH clinical staff member paid by their hospital or clinic while performing work for UFCH will not qualify for stipends. Stipend are only for clinical volunteers using their personal time off.

Taxation

UFCH will report all Stipends to the local tax bureau as required by law. Note that as of the date of this policy, monthly stipend payments less than or equal to RMB 800 do not require tax reporting or taxes to be withheld and paid on behalf of the volunteer. When required, the UFCH Accountant will report the stipend amount to the UFH HQ Human Resources Team by providing a copy of the completed **UFCH Stipend Form**. Reporting of tax and the stipend payment are to be made within the same month.

Required Documentation

UFCH will extend the offer of stipends to all eligible volunteers. UFCH program staff must fill in the **UFCH Stipend Form** with all pertinent details. Once

提供给志愿者的津贴

为了鼓励和感谢临床志愿者所付出的时间，和陸家基金会将为从事临床工作的临床志愿者提供每日津贴，但这并不意味着这种津贴是一种替代工资。该津贴对所有临床人员，如医生、护士、实验室技术人员、药剂师等都是一样的。非临床志愿者或执行非临床任务的临床志愿者将没有资格获得津贴。

津贴时间表

半天 (最多 4 小) 全天 (超过 4 小)

执行临床任务的临床工作人员	RMB 150	RMB 300
执行非临床任务的临床工作人员	RMB 0	RMB 0
非临床工作人员	RMB 0	RMB 0

请注意，任何为和陸家基金会工作的和陸家医院临床工作人员在其医院或诊所领取工资，将没有资格获得津贴。津贴只适用于利用个人休息时间的临床志愿者。

征税

和陸家基金会将按照法律规定向当地税务局报告所有津贴。请注意，自本政策颁布之日起，每月少于或等于 800 元人民币的津贴不需要报税，也不需要为志愿者代扣代缴税款。当需要时，和陸家基金会的会计将向和陸家医院总部人力资源部门报告津贴金额，并提供一份填写好的和陸家基金会津贴表的副本。报税和津贴的支付应在同一个月内进行。

所需文件

和陸家基金会将向所有符合条件的志愿者提供津贴。和陸家基金会的工作人员必须在《和陸家基金会津贴表》中填写所有相关的细节。填写完毕后，和陸家基金会项目工作人员和志愿者都必须在表格上签字，然后和陸家基金会才能支付津

completed, both the UFCH Program Staff member and the Volunteer must sign off the form before UFCH can pay the stipends. Note that any volunteer wishing to forego the stipend must also complete the **UFCH Stipend Form** but will need to write, "I wish to forego all stipends" along with their signature in the Signature box on the form.

Stipend Payment

The UFCH Accountant is responsible for paying stipends. Before making the stipend payment, the UFCH Accountant must review the following checklist and ensure all required item are in place:

	Required Items
1	Signed Volunteer Contract with Completed Volunteer Bank Information Form Completed
2	Signed UFCH Stipend Form
3	"Ok to Pay" Approval from Executive Director

UFCH Accountant will send an email to the volunteer letting him/her know that the payment is complete.

RELATED FORMS

- . **UFCH Volunteer – Designated Bank Account Form**
- . **UFCH Volunteer – Stipend Form**

END OF POLICY

贴。请注意，任何希望放弃津贴的志愿者也必须填写 UFCH 津贴表，但需要在表格的签名栏中写上“我希望放弃所有的津贴”，并签名。

津贴支付

和睦家基金会的会计负责支付津贴。在支付 津贴之前，和睦家基金会的会计必须审查以下清单，并确保所有必要的条件都已完成。

	所需项目
1	签署了志愿者合同，并填写了志愿者银行信息表。
2	已签署的 UFCH 津贴表
3	执行理事长的“同意支付”批准

基金会的会计会给志愿者发一封邮件，让他 /她知道付款已经完成。

相关表格

- . **UFCH 志愿者—指定银行账户表**
- . **UFCH 志愿者—津贴表**

政策结束