

UFCH Information Disclosure Management Policy

北京和睦家医疗救助基金会信息公开管理制度

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

In order to better implement the Charity Law, the Measures for Information Disclosure by Charitable Organizations, the Guidelines for Information Disclosure by Charitable Organizations and other laws and regulations; to further strengthen the credibility of the UFCH and to scientifically regulate the management of information disclosure, the UFCH Information Disclosure System has been developed in accordance with the above regulations.

1. Information disclosure requirements and responsibilities

1) UFCH shall fulfill its obligation to disclose information in accordance with the law, and the disclosure of information shall be true, complete, timely, and accurate. Information involving state secrets, commercial secrets, personal privacy, and the names, names, residences, and means of communication of donors, volunteers, beneficiaries, and trustees of charitable trusts who do not consent to the disclosure of such information shall not be disclosed.

2. UFCH shall be responsible for the truthfulness of the information and shall not make false records, misleading statements or material omissions, and shall not use press releases or advertising promotions as a substitute for information disclosure obligations that should be fulfilled. In the event of information disclosure violations, penalties will be imposed in accordance with Articles 99, 102 and 106 of the Charity Law and Article 23 of the Measures for the Administration of Public Solicitation of Donations by Charitable Organizations.

3. When charitable organizations disclose to the

为更好地贯彻落实《慈善法》、《慈善组织信息公开办法》、《慈善组织信息公开指南》等法律法规；进一步加强北京和睦家医疗救助基金会公信力建设，科学规范管理信息披露工作，根据以上条例，制定北京和睦家医疗救助基金会信息公开制度。

一、信息公开的要求及责任

1. 和睦家基金会应当依法履行信息公开义务，信息公开应当真实、完整、及时、准确。涉及国家秘密、商业秘密、个人隐私的信息以及捐赠人、志愿者、受益人、慈善信托的委托人不同意公开的姓名、名称、住所、通讯方式等信息，不得公开。

2. 和睦家基金会应当对信息的真实性负责，不得有虚假记载、误导性陈述或者重大遗漏，不得以新闻发布、广告推广等形式代替应当履行的信息公开义务。若发生信息公开违法违规行为，将依据《慈善法》第九十九条、一百零二条、一百零六条，以及《慈善组织公开募捐管理办法》第二十三条等有关规定进行处罚。

3. 慈善组织对外公开有关机关登记、核准、备案的事项时，应当与有关机关的信息一致。慈善组织公布的信息相互之间应当一致。慈善组织在其他渠道公布的信息，

public the matters registered, approved or filed by the relevant authorities, the information shall be consistent with that of the relevant authorities. The information published by charitable organizations shall be consistent with each other. Information published by charitable organizations in other channels shall be consistent with the information they publish on the unified information platform .

2. The content of information disclosure

1) .UFCH shall, in accordance with relevant laws, regulations and measures, disclose to the public the following information on a unified information platform provided by the civil affairs department (i.e., the Charity China website).

- (I) Basic information of the foundation.
- (II) Annual work reports and financial accounting reports.
- (III) Public fundraising information.
- (IV) Information about charitable projects.
- (V) Information on charitable trusts.
- (VI) Major asset changes and investments, major exchange transactions and capital transactions, and related transaction acts, etc.
- (VII) Other information required to be disclosed by laws and regulations.
- (VIII) Charitable organizations should inform beneficiaries of their funding criteria, workflow and work norms and other information.

3. **Charitable organizations recruiting** volunteers to participate in charitable services should notify the project information and the risks that may occur in the course of the services.

3. The time limit for information disclosure

1. Information that should be made public in a timely manner.

a) Charity projects:

Charitable organization establishing a charitable project shall make public the name and content of the project on the charitable information disclosure platform. Where donated property remains after the termination of a charitable project, the organization shall, within three months after such termination, disclose how the surplus property has been disposed of.

应当与其在统一信息平台上公布的信息一致。

二、 信息公开的内容

1. 和睦家基金会应当依照有关法律法规和办法规定，在民政部门提供的统一的信息平台（即慈善中国网站），向社会公开下列信息：

- (一)基金会的基本信息；
- (二)年度工作报告和财务会计报告；
- (三)公开募捐情况；
- (四)慈善项目有关情况；
- (五)慈善信托有关情况；
- (六)重大资产变动及投资、重大交换交易及资金往来、关联交易行为等情况；
- (七)法律法规要求公开的其他信息。

2.慈善组织应当向受益人告知其资助标准、工作流程和工作规范等信息。

3.慈善组织招募志愿者参与慈善服务，应当告知项目相关信息 以及在服务过程中可能发生的风险。

三、 信息公开的时限

1.应当及时公开的信息：

- (一)慈善项目有关情况。

慈善组织在设立慈善项目时，应当在慈善信息公开平台公开该项目的名称和内容。慈善项目终止后捐赠财产有剩余的，慈善组织应当在慈善项目终止后三个月内公开

b) Targeted fund-raising.

Promptly inform the donor of the fund-raising situation, the management and use of donations. If donors request that the management and use of donations to the community, the Foundation should be open to the community.

c) Inform beneficiaries of the funding criteria, work flow and work specifications. The foundation may disclose the above information to the community.

d) When recruiting volunteers to participate in charitable services, notify all information related to charitable services and the risks that may occur in the course of the services.

e) Information on administrative penalties.

f) Information on merit awards.

g) Information on evaluation ratings.

2. Information to be made public within 30 days.

a) The constitution approved by the civil affairs department.

b) Information on the members of the decision-making, executive, and supervisory bodies.

c) The name, establishment date, existence, scope of business or main functions of the subordinate offices, branches, representative offices, special funds and other institutions.

d) Important related party information: promoters, major donors, managers, investees, and individuals or organizations with control, joint control or significant influence on the charitable organization

e) The organization's contact person, contact information, the portal, official microblogging, official WeChat or mobile client and other network platforms opened in the name of the organization.

f) The organization's information disclosure system, project management system, financial and asset management system.

g) Major events:

i. The specific content and amount of major asset changes, major investments, major transactions and financial

剩余财产的处理情况。

(二)定向募捐。

及时向捐赠人告知募捐情况、捐赠款物管理使用情况。如捐赠人要求将捐赠款物管理使用情况向社会公开的，基金会要向社会公开。

(三)向受益人告知资助标准、工作流程和工作规范等信息，基金会可酌情向社会公开上述信息。

(四)招募志愿者参与慈善服务时，应当告知项目相关信息 以及在服务过程中可能发生的风险。

(五)行政处罚信息。

(六)评优获奖信息。

(七)评估等级信息。

2. 30 日内公开的信息：

(一) 经民政部门核准的章程；

(二) 决策、执行、监督机构成员信息；

(三) 下设的办事机构、分支机构、代表机构、专项基金和其他机构的名称、设立时间、存续情况、业务范围或者主要职能；

(四) 重要关联方信息：发起人、主要捐赠人、管理人员、被投资方以及与慈善组织存在控制、共同控制或者重大影响关系的个人或者组织；

(五) 本组织的联系人、联系方式，以本组织名义开通的门户网站、官方微博、官方微信或者移动客户端等网络平台；

transactions (specific criteria shall be stipulated by the charitable organization in its articles of incorporation or financial asset management system in accordance with relevant laws, regulations and rules).

ii. The specific content and amount of related transactions. Related transactions include: accepting donations from important related parties; financing important related parties; joint investment with important related parties; entrusting important related parties to carry out investment activities; transactions with important related parties; and capital transactions with important related parties.

If the foundation charter does not provide for major charitable projects standards, public charity projects that meet the following conditions should be public information.

i. The donation income of the project in the given year accounts for more than one-fifth of the foundation's total donation income for that year, and the amount exceeds RMB 500,000 (fifty thousand Renminbi).

ii. The expenditures of the project in the given year account for more than one-fifth of the foundation's total expenditures on charitable activities for that year, and the amount exceeds RMB 500,000 (fifty thousand Renminbi).

iii. The project has a duration of more than three years.

h) The basic information has changed. Basic information belonging to the charitable organization registration matters, by the civil affairs department to be disclosed, charitable organizations can be exempt from disclosure.

i) The annual work report and financial accounting report approved by the registration and management authorities.

4. Flow of information disclosure

1) After the project or transaction occurs, the person in charge of the project or transaction fills in the information that needs to be disclosed according to the

(六) 本组织的信息公开制度、项目管理制度、财务和资产管理制度。

(七) 重大事件：

(1) 重大资产变动、重大投资、重大交易及资金往来的具体内容和金额（具体标准由慈善组织依据有关法律法规规章在本组织章程或者财务资产管理制度中规定）。

(2) 关联交易的具体内容和金额。关联交易包括：接受重要关联方捐赠；对重要关联方进行资助；与重要关联方共同投资；委托重要关联方开展投资活动；与重要关联方发生交易；与重要关联方发生资金往来。

如基金会章程没有规定重大慈善项目标准，满足下列条件的公益慈善项目之一的应进行信息公开：

(1) 当年该项目的捐赠收入占基金会当年捐赠总收入的五分之一以上且金额超过人民币五十万元的；

(2) 当年该项目的支出占基金会当年慈善活动总支出的五分之一以上且超过人民币五十万元的；

(3) 持续时间超过三年的；

(八) 基本信息发生变更的。

基本信息中属于慈善组织登记事项的，由民政部门予以公开，慈善组织可以免于公开。

(九) 经登记管理机关审核通过的年度工作报告和财务会计报告应于每年 5 月 31 日前公开。

requirements of the Charity China website within a specified period of time in accordance with the time limit for information disclosure.

2) Upon completion of the form by the responsible person, the same shall be submitted to the executive director for review and approval. Thereafter, the responsible person shall submit it to the Charity China website for public disclosure.

3) After the information is made public on the Charity China website, the foundation can make it public on its own public website or official website according to the different requirements of the project, and the public information must be consistent with the information on the Charity China website.

RELATED FORMS

- None

END OF POLICY

四、信息公开的流程

1.在项目或者交易发生后，项目或交易负责人按照信息公开的时限要求，在指定时间内根据慈善中国网站的要求填写需要公开的信息；

2.相关负责人填写完成后，提交给执行总监进行复核并审批后，由相关负责人提交至慈善中国网站进行公开；

3.在慈善中国网站公开信息后，基金会根据项目不同要求，可以在自身的公众号或官网进行公开，公开的信息需要与慈善中国网站的信息一致。

相关表格

- 无

政策结束