



UFCH Approval Matrix Policy

UFCH 批准流程

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

This policy lays out the approvals needed and the processes to support UFCH's daily work including: hiring staff, accepting donations, entering contractual obligations, committing to expenses, and using the company stamp.

本政策规定了和睦家基金会日常工作所需的审批和流程，包括：雇用员工、接受捐赠、签订合同、费用审批和使用公司印章。

This policy references the following positions and are currently filled by the following people.

本政策提及以下职位，目前由以下人员担任。

POSITION	CURRENTLY FILLED BY
UFCH EXECUTIVE DIRECTOR	Angela Xiong
UFH CEO / UFCH FOUNDER	Roberta Lipson
UFH HR DIRECTOR OVERSEEING UFCH HR AFFAIRS	Phoebe Zhao
UFH LEGAL	Judy Wang or a delegated team member

职务	具体人员
UFCH 执行理事	熊昌岚
UFH 首席执行官 /UFCH 创始人	Roberta Lipson
UFH 人力资源部门 总监, 其重要负责 监督 和睦家的人力 资源 事务	Phoebe Zhao
UFH 法务部	Judy Wang 或授 权员工

HIRING OF STAFF

All hiring of staff need the following approvals to be in place before making an offer:

- . UFCH Executive Director
- . UFH CEO / UFCH Founder
- . UFH HR Director overseeing UFCH HR Affairs

聘用员工

UFCH 基金会若需雇佣新员工需在录用前得到以下领导的批准，具体人员如下：

- . 北京和睦家医疗救助基金会执行理事
- . 和睦家医疗首席执行官及和睦家医疗救助基金会发起人
- . 和睦家医疗人力资源总监，负责监督和和睦家医院的人力资源事务。

DONATIONS

UFCH is a charity and will use external donations to fund programs and operations. The following standards must be followed in regards to donations.

捐赠

北京和睦家基金会是慈善机构，慈善项目及日常的运行管理主要依赖于外部善款，所以在捐赠方面务必要遵循以下标准：

- . Any donation greater than RMB 100,000 must have a donation contract put into place
- . For less than RMB 100,000, a donation contract may

- . 任何超过 10 万元人民币的捐赠善款需签订捐赠合同。
- . 低于 10 万元人民币的捐赠，如果捐赠者

be put into place if requested by the donor

For any donation that uses the donation template agreement pre-approved by UFH Legal Team, the UFCH Executive Director can perform the execution signature and approve to chop, regardless of the value.

For any donation that does not use the pre-approved donation template agreement, the following approvals are needed:

APPROVAL TYPE / POSITION	UFCH Executive Director	UFH CEO / UFCH Founder	UFH Legal Team
Business Approval	Required	Required	N/A
Legal Approval	N/A	N/A	Documented with Contract #
Execution Signature	N/A	Required	N/A
Stamp Approval	Required	Required	N/A

Note: Use the UFH/NFH Company Stamp Use Application Form to request UFCH Company Stamp from UFH Stamp Administrator

EXPENSES

UFCH policy on Expense Approval Levels is:

Expense Type & Level	Approvals	Contract Requirement
Program Expenses < RMB 100,000 per purchase	Delegated to the Executive Director	Contract Not Required
Program Expenses > RMB 100,000 per purchase	Executive Director and UFH CEO / UFCH Founder approvals are required	Contract Required
CAPEX < RMB 50,000 per purchase	Delegated to the Executive Director	Contract Not Required
Capex > RMB 50,000 per purchase	Executive Director and UFH CEO / UFCH Founder approvals are required	Contract Required
Expense Reports	-UFCH Staff Expense reports need Executive Director to approve	N/A

要求，可以签订捐赠合同。

对于任何使用和睦家医疗法律团队预先批准的《捐赠协议模板》进行的赠，务必获取和睦家医疗执行理事的签字及盖章，无论价值多少。

对于任何没有使用预先批准的协议模板的捐赠，需要进行以下审批。

批准类型	UFCH执行理事	和睦家医疗创始人&首席执行官/和睦家医疗救助基金会发起人	和睦家医疗法律团队
业务审批	需要	需要	不适用
法律批准	不适用	不适用	有合同编号的文件
执行签名	不适用	需要	不适用
印章批准	需要	需要	不适用

注释：盖章申请需要遵循 UFH/NFH 的印章管理制度，填写印章使用申请表，并向 UFH 印章管理处申请 UFCH 印章。

费用

关于费用审批级别的政策如下：

支出类型和级别	审批	合同要求
项目支出<人民币 10 万元/次	委托给执行董事	不需要合同
每次购买的项目 费用 > 10 万人民币	需要执行理事及和睦家医疗创始人&首席执行官的批准	需要签订合同
每次采购的资本 支出 <50,000 人民币	委托给执行理事	不需要合同
每次采购的资本 支出 >50,000 人民币	需要执行理事及和睦家医疗首席执行官/和睦家医院创始人的批准	需要签订合同
支出报告	-和睦家基金会的员工 开支报告需要经执行 理事的批准； -执行理事需要经和睦	不适用

	-UFCH Executive Director needs UFH CEO / UFCH Founder to approve	
--	--	--

	家医疗创始人&首席执行官的批准	
--	-----------------	--

In addition to the above approvals, Executive Director’s “Ok to Pay” approval is required before any payment is made. This approval can be in written on the documents or via email. This is in addition to the segregation of duties built into the banking system – UFCH Accountant input payment details, UFCH Executive Director “approves” in bank system.

除上述批准外，在支付任何款项之前，还需要执行理事的 "OK to Pay "批准。这种批准可通过邮件请示。这项工作的流程需要保存到银行系统内， UFCH 会计将参考实际情况录入付款细节，UFCH 执行理事会在银行系统中正式进行 "批准"。

PAYROLL APPROVAL

Monthly the UFH Human Resources team prepares the UFCH payroll. A third party vendor (CIIC), processes payment to staff, social funds and tax. Approval of the monthly payroll requires two (2) approvals: 1) UFH Human Resources Director Assigned to handle UFCH affairs; and 2) UFCH Executive Director.

薪资审批

和睦家医疗人力资源部门每月准备和睦家基金会的工资单。薪酬将由第三方供应商（中智）负责支付，其包含员工的工资、社会保险及相关税收问题。每月的工资单需两份（2）个批准：1）负责和睦家基金会人力事务的和睦家人力资源部主任批准；2）和睦家基金会执行理事批准。

PARTNER AGREEMENTS

As UFH and UFCH grows, UFCH will continually look for additional partners to grow the reach of UFCH and its programs. Partnership agreements that use the UFH Legal Team’s pre-approved Partnership Agreement are delegated to the UFCH Executive Director. This includes both execution signature and company stamp approval. All other non-template partner agreements need both the UFCH Executive Director and the UFH CEO / UFCH Founder to approve.

合作伙伴协议

根据和睦家医疗及和睦家医疗救助基金会的不断发展，和睦家医疗救助基金会将不断寻找更多的合作伙伴，以扩大和睦家基金会及其公益项目的影响力。若使用和睦家法律团队预先批准的合作协议模板，在执行签名和公司印章批准时，仅需要和睦家基金会理事批准。所有其他非正式模板的合作伙伴协议都需经过和睦家基金会执行理事和和睦家医疗创始人&首席执行官的批准。

VOLUNTEERS

As a charity, UFCH will often use volunteers to help complete its program and administrative work. Before volunteers begin to work for UFCH, they must complete the following documents:

- . UFCH Volunteer Agreement
- . UFCH Volunteer Designated Bank Account Form
- . UFCH Volunteer Stipend Form

志愿者

作为一个慈善机构，和睦家基金会将通过志愿者来帮助完成项目具体落实和行政工作。志愿者加入前务必完成以下文件的签署工作：

- . UFCH 志愿者协议
- . UFCH 志愿者指定银行账户表
- . UFCH 志愿者津贴表

Volunteer agreements entered into that use the UFH Legal Team’s pre-approved UFCH Volunteer Agreement are delegated to the UFCH Executive Director. This includes both execution signature and company stamp approval. All other non-template volunteer agreements need both the UFCH Executive Director and the UFH CEO / UFCH Founder to approve.

若使用和睦家医院法律团队预先批准的志愿者协议模板，在执行签名和使用公司印章时，仅需要和睦家基金会执行董事的批准。所有其他非模板的志愿者协议都需要由和睦家基金会执行董事和和睦家医院首席执行官/和睦家医院创始人共同批准。

COMPANY STAMP APPROVAL

For items not mentioned above that need company stamp, both the UFCH Executive Director and the UFH CEO / UFCH Founder's approvals are needed.

REFERENCES

- . UFCH Volunteer Agreement Template
- . UFCH Partnership Agreement Template
- . UFCH Donation Agreement Template
- . UFCH Volunteer Designated Bank Account Form
- . UFCH Volunteer Policy

RELATED FORMS

- . UFH/NFH Company Stamp Use Application Form

END OF POLICY

和睦家医疗盖章批准

对于上述未提及的需要公司盖章的项目，需要UFCH 执行理事和 UFH 创始人&首席执行官/UFCH 发起人的批准。

参考资料

- UFCH 志愿者协议模板
- UFCH 合作协议模板
- UFCH 捐赠协议书模板
- UFCH 志愿者指定银行账户表
- UFCH 志愿者政策

相关表格

- 和睦家/NFH和睦家医疗公章使用申请表

政策结束