

天津茱莉亚学院教育发展基金会人事管理制度

(第一届理事会第五次会议通过)

Tianjin Juilliard School Education Development Foundation Personnel Management Policy

(Approved on the 5th meeting of the 1st Board of the TJS Foundation)

第一章 总则

Section I General Provisions

第一条 为规范天津茱莉亚学院教育发展基金会（以下简称“**本基金会**”）的人事组建方式、决策程序和管理行为，保障理事会依法行使职权、履行职责，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，结合实际，制定天津茱莉亚学院教育发展基金会人事管理制度（以下简称“**本制度**”）。

Article 1 In order to standardize the personnel formation methods, decision-making procedures and management of the Tianjin Juilliard School Education Development Foundation (hereinafter referred to as the "**TJS Foundation**"), and to ensure that the Board of Director (the "**Board**") of TJS Foundation lawfully exercises its powers and performs its duties in accordance with the *Notice of the Ministry of Civil Affairs on Strengthening the Administration of Labor Contracts for Full-time Staff of Social Organizations* (Minfa [2011] No. 155) and the *Notice of the Ministry of Labor and Social Security and the Ministry of Civil Affairs on Issues Related to the Participation of Full-time Staff of Social Organizations in Pension Insurance* (Ministry of Labor and Social Security Fa [2008] No. 11) and other regulations and the Articles of Association of the TJS Foundation, with consideration of TJS Foundation's actual situation, this Personnel Management Policy of Tianjin Juilliard School Education Development Foundation (hereinafter referred to as the "**Policy**") is formulated.

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

Article 2 In addition to strictly abiding the national and Tianjin local relevant provisions, the TJS Foundation's personnel management work shall be managed in accordance with this Policy.

第二章 人员聘用

Section II Recruitment of Personnel

第三条 本基金会工作人员，实行聘用制。

- Article 3** The personnel recruitment of the TJS Foundation applies the system of employment under contract.
- 第四条** 聘用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。
- Article 4** The engagement of personnel shall adhere to the principles of respect moral character and talent, being pragmatic, and based on fairness, integrity and merit.
- 第 五 条** 基金会试聘工作人员，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，由秘书处审批后正式聘用。
- Article 5** If personnel's performance during the probation period is not competent for their posts, TJS Foundation may terminate the probation at any time; Once personnel's probationary period expires, i.e. the assessment is passed, the Secretariat will approve and officially employ the personnel.
- 第 六 条** 基金会理事长、副理事长、秘书长、副秘书长、内设部门及分支机构、代表机构负责人聘任，须经基金会理事会审议通过。
- Article 6** The appointment of the chairperson, vice chairperson, secretary-general, deputy secretary-general, responsible persons of internal units, branches, and representative offices of the TJS Foundation shall be examined and approved by the Board of the TJS Foundation.

第三章 管 理

Section III Management

- 第 七 条** 秘书处是本基金会的人事管理部门，负责基金会的人事计划、人员培训、劳动工资、劳保福利和考核奖惩等项工作的实施，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。
- Article 7** The Secretariat is the personnel management department of the TJS Foundation, which is responsible for the implementation of the TJS Foundation's personnel plan, personnel training, salary, insurance and welfare, incentives and disciplines. It handles various procedures such as probation, hiring, dismissal, resignation, removal, and discharged of staff, as well as other personnel management matters authorized or assigned by the Board.
- 第 八 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。
- Article 8** Pre-job training is provided when the newly recruited personnel is on board. The training includes the basic knowledge of the TJS Foundation, professional ethics and discipline, the Article of Association and policies of the TJS Foundation, the job knowledge and work process, etc.
- 第 九 条** 定期和不定期的组织安排工作人员进行岗位技能进修培训。基金会在其员工及天津茱莉亚社群其他成员关系的各个方面实行待遇和机会平等的政策。
- Article 9** Work skill trainings for personnel will be organized on a regular and irregular basis. The TJS Foundation implements the policy of equal treatment and opportunity among its employees and other members of the Tianjin Juilliard community in all aspects of its relationships.
- 第十条** 本基金会工作人员应当遵守法律法规、本基金会规章制度及以下规定：

Article 10 The TJS Foundation's personnel shall abide by laws and regulations, the rules and regulations of the TJS Foundation and the following provisions:

(一) 恪尽职守, 从事劳动合同约定的工作及本基金会安排的工作, 遵守职业道德, 保守工作秘密;

(1) Fulfilling the duties, engage in the work stipulated in the employment contract or arranged by the TJS Foundation, comply with the professional ethics, and keep confidential;

(二) 不得违规使用基金会名义。不得损害基金会声誉;

(2) Do not use the name of the TJS Foundation in a way violating regulations. The behaviour for damaging the reputation of the TJS Foundation is not allowed;

(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;

(3) Work on time and efficiently for the undertakings. Delay or backlog should be avoided. Leave during worktime without permission is not allowed;

(四) 基金会工作人员劳动合同中约定的其他事项。

(4) Other matters agreed in the employment contract of the TJS Foundation.

第十一条 实行工作人员考核及激励制度, 并以考核结果作为工作人员的任用和激励的主要依据。

Article 11 The KPI system shall be implemented, and the KPI results shall be taken as the main consideration for the personnel's employment and incentive.

第十二条 在法律规定范围内, 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。

Article 12 Within the scope prescribed by law, the TJS Foundation is entitled to dismiss any unqualified personnel. Personnel has the right to resign by following the required procedures.

第十三条 工作人员必须遵守各项规章制度, 如有违反并经【一】次警告仍然拒绝改正者, 将被视为严重违反本基金会规章制度, 本基金会有权予以解聘、辞退。

Article 13 Personnel must comply with the various rules and policies. It will be regarded as serious violation of the rules and policies of the Foundation if he/she receive [ONE] warning for his/her violation and that he/she refuses to correct its behavior afterwards, and for which the TJS Foundation shall be entitled to dismiss/terminate his/her employment contract.

第十四条 工作人员严重违反规章制度、或者犯罪的, 本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。

Article 14 If personnel seriously violate the rules and policies, or commits a crime, the TJS Foundation has the right to dismiss him/her. Those who cause losses to the TJS Foundation shall be held accountable for relevant liabilities.

第四章 薪酬及福利政策

Section IV Compensation and Benefits

第十五条 本基金会专职员工的工资制度及各项福利补贴，依照国家和天津市有关规定，并结合本基金会实际情况执行。

Article 15 The salary, benefits and subsidies for full-time personnel of the TJS Foundation shall be implemented in accordance with the national and Tianjin local relevant provisions, and in combination with the actual situation of the TJS Foundation.

第十六条 本基金会按照国家和天津市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和住房公积金。

Article 16 The TJS Foundation shall execute employment contract with full-time personnel in accordance with the national and Tianjin local relevant provisions, and pay the social insurance and housing provident fund for the full-time personnel.

第十七条 本基金会专职工作人员依法享受带薪年假、国家法定假日休息等。

Article 17 The full-time personnel of the TJS Foundation shall enjoy the paid annual leave and rest on national statutory holidays in accordance with laws.

第十八条 本基金会全体工作人员，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。

Article 18 All personnel of the TJS Foundation shall enjoy the same treatment as similar personnel of state-owned enterprises and institutions in the evaluation of professional and technical titles.

第五章 附 则

Section V Other Provisions

第十九条 本制度以中英文两种语言书写。如中英文版本产生歧义，以中文版为准。

Article 19 This Policy is made in Chinese and English. In the event of a conflict between the two versions, the Chinese version shall prevail.

第二十条 本制度未尽事宜或与有关规定不一致的，按有关规定执行。

Article 20 If any matters are not prescribed in this Policy or there are contradictions of this Policy to relevant provisions in the laws, regulations, and policies, the relevant provisions of the laws, regulations, and policies shall prevail.

第二十一条 本制度解释权归天津茱莉亚学院教育发展基金会理事会所有。

Article 21 The TJS Foundation's Board of Director reserves the right of the final interpretation of this Policy.

第二十二条 本制度自基金会理事会批准之日起生效并执行。

Article 22 This Policy comes into effect upon approval by the TJS Foundation's Board of Directors.