

上海纽约大学教育发展基金会人事管理制度

NYU Shanghai Education Development Foundation Employee Management Policy

第一条 上海纽约大学教育发展基金会（“本基金会”）工作人员均为上海纽约大学员工。上海纽约大学同意并指派上海纽约大学员工到基金会工作，工资由上海纽约大学承担。

Article I. All employees of the NYU Shanghai Education Development Foundation (“the Foundation”) are employees of NYU Shanghai. NYU Shanghai agrees and designates employees to work at the Foundation. The salary of those designated personnel are paid by NYU Shanghai.

第二条 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上海纽约大学员工手册，并遵守以下规定：

- （一）恪尽职守，从事劳动合同约定工作及本基金会安排工作，遵守职业道德，保守工作秘密。
- （二）维护本基金会合法权益及名誉，不做任何有损本基金会名誉及利益的行为，或从事与本基金会利益相冲突的行为。
- （三）不得违规收受馈赠、贿赂。
- （四）按时按质按量完成工作任务。

Article II. The employees of the Foundation shall abide by the laws and regulations, the rules and regulations of the Foundation and the NYU Shanghai Staff Handbook, and shall comply with the following provisions:

1. Take their duties seriously, engage in the work stipulated in their labor contract and arranged by the Foundation, abide by professional ethics, and keep work confidentiality.
2. Safeguard the legitimate rights and reputation of the Foundation, and shall not do anything that would damage the reputation and interests of the Foundation, or engage in activities that conflict with the interests of the Foundation.
3. Shall not accept gifts or bribes in violation of regulations.
4. Complete work tasks on time, in good quality and quantity.

第三条 本基金会工作人员参照上海纽约大学员工考核方式，并结合本基金会实际情况进行年度考核。

Article III. The employees of the Foundation are evaluated annually according to both the NYU Shanghai performance evaluation method and the actual situation of the Foundation.

第四条 本基金会工作人员的工资制度及各项福利补贴，参照上海纽约大学相关制度，并结合本基金会的实际情况执行。

Article IV. The salary policy and various welfare subsidies of the Foundation employees shall be implemented with reference to the relevant policies of NYU Shanghai and the actual situation of the Foundation.

第五条 根据本基金会需要及个人职业发展规划，本基金会为员工提供参与内外部培训的机会，享有的培训内容因职位和工作需要而不同。

Article V. The Foundation provides both internal and external training opportunities for its employees, considering the needs of the Foundation and the employees' personal career plans. Training content varies by position and job needs.

第六条 本基金会工作人员参照适用法律法规及上海纽约大学放假安排享有国家法定节假日及各项假期。其它未尽事宜适用上海纽约大学员工手册规定。

Article VI. Employees of the Foundation are entitled to national statutory holidays and other holidays with reference to applicable laws and regulations and NYU Shanghai holiday arrangements. For other outstanding matters, the provisions of NYU Shanghai Staff Handbook shall apply.

第七条 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 VII. This Policy is written in Chinese and English. In the event of a conflict between the two versions, the Chinese version shall prevail.

第八条 本制度由上海纽约大学教育发展基金会秘书处负责解释。

Article VIII. This Policy shall be interpreted by the Foundation's Office of the Secretary.

第九条 本制度经基金会理事会批准之日起生效并执行。

Article IX. This Policy shall come into effect upon approval by the Foundation's Board of Directors.