

Yuan Ze University Regulations for the Implementation of Volunteer Services for Retirees

April 28, 2021, Passed by the 18th Administrative Committee of the 2020 School Year

Article 1 To continue supporting retired faculty and staff, enhance their sense of belonging to the University, and encourage them to return to campus to participate in volunteer services, the University has developed a volunteer service program. This program aims to enable retirees to continue utilizing their professional expertise, promote lifelong learning, and foster volunteerism. These regulations are established in accordance with the provisions of the “Volunteer Service Act” to regulate the management of volunteer services and related rights and benefits.

Article 2 Based on the spirit of commitment to the University and voluntary service, retirees may participate in volunteer services. Volunteers are unpaid positions, and the University does not provide labor or health insurance coverage. Any necessary insurance shall be arranged by retirees. Retirees passionate about teaching, research, administrative services, or campus environment management are encouraged to apply for volunteer service through the contact person responsible for the Yuan Ze University Retirees' Association in the Personnel Office. Volunteer service locations are limited to on-campus areas.

Article 3 Work contents of volunteer service

1. Comprehensive tasks of various administrative offices.
2. Teaching guidance and research project mentoring in academic departments.
3. Delivery of official documents, data collection, archive management of files and documents.
4. Campus safety guidance, student life support, and academic counseling.
5. Campus beautification design and gardening work.
6. Services at the library and Yuan Ze University Fitness Center.
7. Other tasks appropriate for volunteer services.

Article 4 Service hours are from Monday to Friday, divided into morning and afternoon shifts. The morning shift is from 9:00 AM to 12:00 PM, and the afternoon shift is from 2:00 PM to 5:00 PM. Scheduling will be arranged based on the volunteer's preferences and availability.

Article 5 Recruitment methods

1. The requesting unit submits its needs based on work content requirements by completing a Volunteer Service Request Form and forwarding it to the Personnel Office for compilation.
2. The Personnel Office publicly announces recruitment through the social media

platform of Yuan Ze University Retirees' Association.

3. The requesting unit notifies volunteers of the relevant check-in procedures.

Article 6 Rights and obligations of volunteers

1. A volunteer has the following rights:

- (1) To receive sufficient education and training for performing assigned tasks, to acquire complete information on the work to be done.
- (2) A volunteer's freedom, dignity, privacy and belief shall be respected.
- (3) To work under environments of appropriate safety and hygiene conditions guaranteed, based on the nature and characteristics of the tasks.
- (4) To receive necessary space, resources, and permissions based on the work content provided by each unit.

2. A volunteer has the following obligations:

- (1) To comply with the volunteer code of ethics.
- (2) To follow the regulations prescribed by the unit.
- (3) To maintain confidentiality regarding any information obtained or learned through service.

Article 7 Recognition of volunteer service

1. Volunteers who actively participate in volunteer service and demonstrate outstanding performance will be rewarded, with coordination handled by the Personnel Office.
2. Volunteers who have accumulated three years of service or have completed more than 300 hours of service will be issued a Volunteer Service Honor Certificate by the Personnel Office and will be publicly recognized on the University's Anniversary Day.

Article 8 These regulations are adopted by Administrative Committee, as shall amendments when they are made.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.