Charity Organization «Charity Fund named after Avhustyn Voloshyn»

Regulations on Remuneration and Bonuses

Approved
by decision of the Board of the Fund
Minutes No. 2 of 7 September 2026

English translation · the Ukrainian original prevails

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REGULATIONS ON REMUNERATION AND BONUSES

1. General Provisions

1.1. These Regulations on Remuneration and Bonuses (hereinafter — the Regulations) set out the principles of the remuneration system for employees of the Charity Organization «Charity Fund named after Avhustyn Voloshyn» (hereinafter — the Fund) and the procedure for calculating salaries, allowances and bonuses.

1.2. The Regulations have been drawn up taking into account the requirements of the legislation of Ukraine on remuneration, the Charter of the Fund, donors' requirements regarding the non-profit status of the Fund and the reasonableness of administrative expenses.

1.3. The remuneration of the Fund's employees may not have the features of a distribution of profit among the founders, members of the governing bodies or related persons and must comply with the requirements for non-profit organisations established by the Tax Code of Ukraine.

2. Structure of Remuneration

2.1. The remuneration of an employee of the Fund consists of:

— the salary set by the Fund's staffing table;

— allowances and supplements provided for by law (for combining positions, an extended area of work, night work, etc.);

— bonuses paid in accordance with Section 3 of these Regulations;

— financial assistance (where there are grounds for it, in the manner determined by a separate decision of the Board).

2.2. The staffing table of the Fund, listing the positions and the salaries, is approved by the Board and reviewed at least once a year.

2.3. Salaries are set taking into account the complexity and responsibility of the work, the qualification requirements for the position and the financial capacity of the Fund, without unjustified deviation from the market level of pay in the non-profit sector.

3. Bonuses

3.1. A bonus is an additional payment to an employee based on an assessment of their work; it is not a guaranteed component of the salary and is paid if the Fund has the financial means to do so.

3.2. The grounds for awarding a bonus are:

1) successful completion or overachievement of project tasks within the approved budget;
2) the results of the annual or quarterly performance appraisal of the employee;
3) a personal contribution to attracting additional funding or improving the reputation of the Fund.

3.3. The decision to award a bonus to the Executive Director is taken by the Board of the Fund. The decision to award bonuses to other employees is taken by the Executive Director within the budget approved by the Board and does not require additional approval if it does not exceed the limits set by the budget.

3.4. Bonuses may not be paid from funds received for a specific project beyond the limits of administrative expenses agreed with the donor (in accordance with Section 4 of the Regulations on Financial Compliance).

3.5. Members of the Board and the Supervisory Board are not paid bonuses for performing their functions in the governing bodies, unless expressly provided otherwise by the Charter of the Fund and the legislation on non-profit organisations.

4. Remuneration under Donor-Funded Projects

4.1. Where an employee's position is financed from the funds of a particular donor, the amount of remuneration and the procedure for bonuses are additionally aligned with the terms of the relevant grant agreement.

4.2. Payroll costs are recorded separately for each project in accordance with Section 4 of the Regulations on Financial Compliance (separation of project and administrative expenses).

5. Final Provisions

5.1. These Regulations are approved by the Board of the Fund and enter into force on the day of approval.

5.2. Changes to the staffing table and salaries are made by decision of the Board on the proposal of the Executive Director.

Charity Organization «Charity Fund named after Avhustyn Voloshyn»:

Chair of the Board _____ / V.A. Moskov /

7 September 2026



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