



Vendor Fact Sheet

Mission

Founded in 2000 on the belief that World Change Starts with Educated Children®, Room to Read is creating a world free from illiteracy and gender inequality through education. We are achieving this goal by helping children in historically low-income communities develop literacy skills and a habit of reading, and by supporting girls as they build life skills to succeed in school and negotiate key life decisions. We collaborate with governments and other partner organizations to deliver positive outcomes for children at scale.

Contracts and Signing

Room to Read has template vendor contracts, however for most goods and services we are open to using the vendor's standard terms and conditions instead, provided they are reasonable and provided early.

Given the [international nature of our work](#), Room to Read has various offices, branches and legal entities around the world. Please enquire with your Room to Read contact as to which office should sign any vendor contract with you.

You must ensure that any signatory is duly authorized to sign on your behalf.

Vetting

Room to Read will request certain details from you for legal vetting purposes, including business name, owners, and key employees' names and years of birth.

Child Protection & Prevention of Sexual Exploitation and Abuse (PSEA)

Room to Read is committed to protecting all children and adults within the communities in which we work and believes that all individual people have equal rights to protection. As a people centered organization, we prioritize Child Protection and PSEA and require you to comply with our Child Protection Code of Conduct and PSEA Policy.



Standards of Conduct

Room to Read's mission can only be achieved by acting with honesty, integrity, and good judgment in all our dealings. As an international non-profit organization, we are also subject to various laws around the world. You agree to the following Standards of Conduct:

- **Ethics & Laws** - Commit to the highest standards of moral and ethical conduct, comply with all applicable laws and regulations and with donor requirements.
- **Safeguarding**: Adopt a zero-tolerance policy towards any form of abuse, harmful practices and behavior being committed against children and adults, and take all available measures to prevent all forms of these.
- **Responsible employer**: Be a responsible employer, treat and pay staff fairly, with dignity and respect, and protect their health and safety.
- **Staff rights**: Grant staff the rights given under national and international Human Rights acts and only employ staff of an appropriate age.
- **DEI**: Promote diversity, equity and inclusion in ways of working and treatment of staff.
- **Environment**: Minimize environmental impact (including waste, energy, emissions and water) as much as possible.
- **Anti-Discrimination**: To not engage in any form of discrimination.
- **Anti-Terror**: To not use funds paid by Room to Read to finance, support, or conduct terrorism. Our full policy is here.
- **Anti-Bribery & Corruption**: Adopt a zero-tolerance approach towards fraud, bribery and corruption. You confirm you are not aware of any actual, perceived, or potential conflict of interest between us. Our full policy is here.
- **Anti-Trafficking**: Employ staff voluntarily and not to undertake any human trafficking-related activities. If funds paid by Room to Read are donated by the U.S. Government, you will comply with [U.S. Government requirements](#) (as updated), immediately notify Room to Read in writing after becoming aware of any breach or possible breach and fully cooperate with Room to Read, the U.S. Government and their representatives on any investigations. Our full policy is here.
- **Disclosure**: Notify Room to Read immediately if you become aware of any instances where these Standards of Conduct are not being met.
- **No Retaliation**: To not take any adverse action against your representatives as a reprisal for disclosing to Room to Read, regulator or similar authority, information relating to violation of these standards or our contract with you.

Closing

To find out more about the great work that Room to Read does, see www.roomtoread.org or speak to your Room to Read contact. We look forward to working with you to further our mission.