



## **Partner Standards of Conduct**

Founded in 2000, Room to Read's mission is to nurture foundational learning skills in children. Our contextualized approach develops children's literacy and life skills in a dignified and gender-equal way. We nurture these essential skills in children by training and coaching educators, creating quality learning materials and spaces, strengthening education systems, and delivering programs directly and with partners — all while honoring the dignity of every child.

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 subject to various laws around the world. We require that Room to Read partners conduct and manage their projects in a manner consistent with this mission and comply with the following standards:

### **Mission Alignment**

Conduct and manage your project with Room to Read in a manner that supports our mission of delivering positive outcomes for children through literacy and life skills in a dignified and gender-equal way. This includes:

- Ensuring the integrity and authorized use of all materials and content provided by Room to Read.
- Prohibiting any unauthorized use of Room to Read's or a third party's intellectual property.

### **Ethics & Legal Compliance**

- Commit to the highest standards of moral and ethical conduct.
- Comply with all applicable laws, regulations, donor requirements, and Room to Read's compliance policies found at [roomtoread.org/compliance-policies](https://roomtoread.org/compliance-policies).

### **Child Protection & Safeguarding**

- Place particular emphasis on Room to Read's Child Protection Policy and Protection from Sexual Exploitation and Abuse (PSEA) Policy.
- Adopt a zero-tolerance approach to abuse, exploitation, or harmful practices.
- Ensure all staff and volunteers are appropriately vetted and trained.

### **Responsible Employment**

- Treat and pay staff fairly, with dignity and respect.
- Protect health and safety and uphold rights under national and international human rights laws.
- Employ staff of lawful age and foster a diverse, inclusive, and non-discriminatory workplace.

### **Environmental Stewardship**

- Minimize environmental impact, including waste, energy use, emissions, and water consumption.

### **Financial Integrity & Procurement**

- Maintain accurate financial records and implement controls to ensure financial integrity.
- Spend funds responsibly and efficiently, ensuring value for money and transparency in procurement. Avoid waste and seek competitive pricing and ethical sourcing.

### **Data Privacy**

- Handle all personal data—including children's information—with care and in accordance with applicable data protection laws.
- Implement safeguards to ensure confidentiality, integrity, and lawful processing of sensitive information.

### **Intellectual Property**

- Respect Room to Read's and third-party intellectual property rights.
- Do not reproduce, distribute, or use copyrighted materials without proper authorization.

### **Anti-Terrorism, Bribery, & Corruption**

- Do not use Room to Read funds to support terrorism.
- Adopt a zero-tolerance approach to fraud, bribery, and corruption.
- Comply with Room to Read's anti-corruption policies.

### **Anti-Trafficking**

- Employ staff voluntarily and avoid any human trafficking-related activities.
- If Room to Read funds originate from the U.S. Government, comply with all applicable U.S. regulations and cooperate fully with investigations.

### **Cooperation with Investigations & Audits**

- Fully cooperate with Room to Read, its auditors or representatives in any investigation or audit.
- Provide timely access to relevant records, personnel, and documentation.

### **Sanctions & Export Controls**

- Comply with all applicable sanctions laws and export control regulations.
- Conduct due diligence on suppliers and subcontractors to ensure they are not listed on sanctions or restricted party lists.

### **Conflicts of Interest**

- Disclose any actual, perceived, or potential conflicts of interest to your usual Room to Read contact.

### **Disclosure & Reporting**

- Notify Room to Read immediately if you become aware of any violations of these Standards.
- Contact your Room to Read representative or email: [Legal@roomtoread.org](mailto:Legal@roomtoread.org)

### **Non-Retaliation**

- Do not retaliate against any individual who asks questions or reports in good faith concerns or violations of law, policies, contract, or these Standards of Conduct, or who cooperates in an investigation.

If you have any questions about or need further information regarding these Partner Standards of Conduct, please contact the Room to Read Legal Department at [Legal@roomtoread.org](mailto:Legal@roomtoread.org). We look forward to working with you to further our mission.