

# ECU Benchmarking - Code of Conduct

*Revised June 2012*

ECU staff conducting a benchmarking activity should abide by the following principles:

**Legality** - ensure your benchmarking activity is legal. If you are in doubt, consult Legal Services.

**Equality of Exchange** – ensure that the information you provide to a partner is of equal value as the information you receive and is provided in a timely manner, to the agreed specifications.

**Honesty** – use the information you are given with honesty and integrity.

**Confidentiality** – treat the information you receive confidentially. Seek permission to release any information received, including the name of your contact from the partner organisation.

**Transparency** – be clear about the information you are seeking from an organisation. Outlining your parameters in writing is essential in order to ensure expectations are understood by both parties.

**Efficiency** – if you agree to do something be sure to follow through. Completion of the benchmarking activity once information exchange has occurred is essential