

15. Which of the following is NOT considered a key component of strong work ethics?

- a) Integrity
- b) Dependability
- c) Indifference
- d) Professionalism

B. Answer the following: (1×5=5)

- a. Ethics
- b. Diversity
- c. Inclusivity
- d. Communication
- e. Ethical challenges

PART: B – DESCRIPTIVE

(Marks: 25)

Answer **any five** questions. (5×5=25)

1. Why is work ethics important in a workplace?
2. Briefly explain the steps required in ethical decision-making?
3. Discuss the key principles of Work Ethics.
4. Importance of etiquette and professionalism in workplace.
5. What are the key components of workplace relationships? Briefly explain.
6. Why is there a need for diversity and inclusion in a workplace?
7. Explain some of the qualities of ethical leaders.
8. What are the steps to effectively handle ethical challenges or dilemmas?
9. Explain the relationship between personal values with career goals.

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2024

(FYUGP)

(5th Semester)

VALUE ADDED COURSE

Paper Code : VAC

(Introduction to Work Ethics)

Full Marks : 37.5

Pass Marks : 40%

Time: 2 Hours

The figures in the margin indicate full marks for the questions.

PART : A – OBJECTIVE

(Marks: 12½)

A. Choose the correct answer: (½×15=7½)

1. What is the primary definition of work ethics?
 - a) The ability to work long hours without breaks
 - b) A set of moral principles guiding professional behaviour
 - c) The pursuit of personal interests at work
 - d) Compliance with government regulations
2. The first step in ethical decision-making is to:
 - a) Make a quick judgment based on personal bias
 - b) Identify the ethical issue at hand
 - c) Consult with friends outside of work
 - d) Ignore the issue if it seems complex

3. Which of the following best describes integrity in the workplace?
 - a) Saying what others want to hear
 - b) Upholding moral principles and being honest
 - c) Following orders without questioning them
 - d) Focusing solely on achieving results
4. Which of the following principles is related to being flexible and open to change?

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|------------------|----------------|
| a) Dependability | b) Punctuality |
| c) Adaptability | d) Diligence |
5. Why is trust and reliability important in the workplace?
 - a) It ensures everyone is in competition
 - b) It allows colleagues to count on each other to fulfill responsibilities effectively
 - c) It reduces the need for communication
 - d) It makes employees work harder for promotions
6. What is a key characteristic of personal ethics?
 - a) They are solely determined by external regulations
 - b) They remain constant regardless of career choices
 - c) They influence decision-making and behavior
 - d) They are irrelevant to career development
7. When faced with an ethical dilemma, the first step is to:
 - a) Ignore the situation
 - b) Analyze the facts and context
 - c) Discuss it with friends outside of work
 - d) Make a quick decision to avoid conflict
8. Aligning personal values with career goals is important because:
 - a) It leads to higher profits
 - b) It enhances job satisfaction and motivation
 - c) It minimizes the need for ethical decision-making
 - d) It allows for shortcuts in professional conduct

(Continued)

9. A clear personal code of ethics can help individuals to:
 - a) Justify unethical behavior in difficult situations
 - b) Make decisions that align with their values and principles
 - c) Focus solely on personal gain in their careers
 - d) Avoid all conflicts in the workplace
10. Which of the following qualities is most associated with ethical leadership?
 - a) Ability to maximize profits regardless of impact
 - b) Transparency and accountability in decision-making
 - c) Preference for authoritarian control over team members
 - d) Focus on short-term gains over long-term sustainability
11. Workplace etiquette primarily focuses on:
 - a) Personal preferences in dress code
 - b) Observing behavioral norms that enhance professionalism
 - c) Ignoring team dynamics to focus on individual success
 - d) Using informal language in all communications
12. Respect for diversity in the workplace means:
 - a) Treating everyone the same regardless of their background
 - b) Acknowledging and valuing differences among individuals
 - c) Encouraging conformity among team members
 - d) Avoiding discussions about cultural differences
13. Promoting inclusivity in the workplace can lead to:
 - a) Increased employee turnover
 - b) A more innovative and productive work environment
 - c) Greater resistance to change
 - d) Isolation of underrepresented groups
14. An effective way to encourage open communication in teams is to:
 - a) Dismiss feedback from team members
 - b) Create a safe environment where everyone feels valued
 - c) Use only formal communication channels
 - d) Limit discussions to management only

(Turn Over)