

2025

(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.*

A. Choose the correct answer from the options provided. ($\frac{1}{2} \times 15 = 7\frac{1}{2}$)

1. What are professional ethics?

- a) A set of legal rules
- b) Ethical guidelines for a specific profession
- c) Personal moral beliefs
- d) Government regulations

2. Professional conduct mainly refers to:

- a) Following personal habits
- b) Behavior and attitude expected in a workplace
- c) Financial management
- d) Physical appearance only

(Turn Over)

3. Punctuality in work ethics means:
 - a) Finishing tasks quickly without accuracy
 - b) Being timely in attendance and meeting deadlines
 - c) Avoiding responsibility
 - d) Working irregular hours
4. Workplace etiquette primarily deals with:
 - a) Legal compliance
 - b) Customs, manners, and behavior in a workplace
 - c) Innovation and creativity
 - d) Technical knowledge
5. Which of the following enhances team dynamics?
 - a) Conflict and arguments
 - b) Lack of communication
 - c) Respect and cooperation
 - d) Neglect of duties
6. Ethical decision-making begins with:
 - a) Implementing the decision
 - b) Gathering information
 - c) Identifying the problem
 - d) Consulting with others
7. If you are in a career that constantly conflicts with your personal values, what is the most likely outcome?
 - a) You will eventually be fired
 - b) You will be more motivated to change the company culture
 - c) You will experience higher stress and burnout, leading to dissatisfaction
 - d) Your values will change to match your career
8. What is an ethical dilemma?
 - a) An issue caused by not following guidelines
 - b) A conflict between what's right and what's wrong
 - c) The same as a professional dilemma.
 - d) A moral conflict between values, where all options have negative consequences

(Continued)

9. Professionalism includes:

- a) Irresponsibility
- b) Excellence and integrity in work
- c) Ignoring deadlines
- d) Personal gain only

10. Diversity in the workplace refers to:

- a) Differences in employees regarding race, gender, age, etc.
- b) Uniformity of employees
- c) Only educational qualifications
- d) Dress code in office

11. Which of the following is NOT a principle of work ethics?

- a) Confidentiality
- b) Integrity
- c) Favouritism
- d) Respect

12. Conflict resolution in workplace relationships helps in:

- a) Increasing stress
- b) Preventing misunderstandings
- c) Avoiding communication
- d) Ignoring teamwork

13. A professional's duty to keep information about a client or patient confidential is based on the principle of:

- a) Honesty
- b) Integrity
- c) Confidentiality
- d) Accountability

14. What is the primary benefit of aligning your personal values with your career goals?

- a) Higher potential salary
- b) More career options and flexibility
- c) Increased job satisfaction, motivation, and a sense of purpose
- d) Faster promotions within a company

15. How do ethical leaders demonstrate a passion to do right?
- a) Being indifferent to ethical concerns
 - b) Promoting unethical behaviour
 - c) Avoiding ethical issues
 - d) Recognising the importance of ethical behaviour

B. Write short notes. (1×5= 5)

- 1. Importance of Conflict Resolution.
- 2. Define Integrity.
- 3. Healthy communication and teamwork at workplace.
- 4. What are Personal Values?
- 5. Mention some work place etiquettes.

C. Write any five (5) from the following questions. (5×5=25)

- 1. Define Work Ethics. Explain the key principles of work ethics.
- 2. What is Ethical Challenges? Discuss the steps to handle Ethical Challenges.
- 3. Discuss the importance of Diversity and Inclusion in the Workplace.
- 4. Explain the importance of professional conduct and how it contributes to organizational success.
- 5. Analyse the impact of healthy workplace relationships on employee productivity and morale.
- 6. Explain the steps involved in ethical decision-making and its significance in the workplace.
- 7. Discuss some qualities of Ethical leadership.
- 8. Describe the importance of professionalism in career growth and organizational reputation.
- 9. Discuss impact of Aligning Personal Values and Career Goals.

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