

WORKPLACE ETHICS - ASSIGNMENT

Question 1

You are the secretary to Purchasing Manager of Impact Co. which is involved in cosmetics product. After 5 years of service, you discover Impact Co. is involved in immoral activities – practicing open fire burning and using pirated software. You realized these activities are unethical and have negative impact towards the stakeholders. Suggest your action to stop the immoral activities.

(10 marks)

**Guidelines to answer:**

Introduction

(1 mark)

Explain the immoral activities and the impact towards stakeholders:

- Employees
- Customers
- Suppliers
- Publics

(3 marks)

What are the actions and explain the procedures.

(4 marks)

Conclusion

- Discuss the action taken and the issue of loyalty toward your company?

(2 marks)

Question 2

Employees are obliged to keep secret the information of their company. Explain why employees should not be involved in these activities:

- Industrial espionage
- Insider trading
- Conflict of interest

**Guideline to answer:**

Introduction

(1 mark)

Define and explain each activity with sufficient example.

(8 marks)

Conclusion

- Impact of the activities toward company and stakeholders

(1 mark)