



STAMFORD COLLEGE

SCHOOL OF SECRETARIAL AND ADMINISTRATIVE MANAGEMENT DIPLOMA IN EXECUTIVE SECRETARYSHIP (SEMESTER III)

DES 1303: WORKPLACE ETHICS

Date : 21 December 2007 (Friday)

Time : 9:30AM – 11:30AM

Duration: 2 hours

Instructions to Candidates

Question 1 from Section A is compulsory. Answer TWO out of FOUR questions in Section B.

Please ensure that this examination paper contains FIVE questions on TWO printed pages before you start the examination.

Books, papers and other written materials are not allowed to be brought into the examination hall. A candidate who violates the examination rules of Stamford College or commits a malpractice will be disqualified from the examination.

Write your Examination Index Number on each page of your answer booklet.

SECTION A (COMPULSORY)

Question 1

Employers have a basic moral obligation to provide their employees with fair wages. Identify and briefly explain at least FIVE factors that should be taken into consideration in determining wages and salaries

(10 marks)

(Total = 10 marks)

SECTION B

Answer TWO out of FOUR questions.

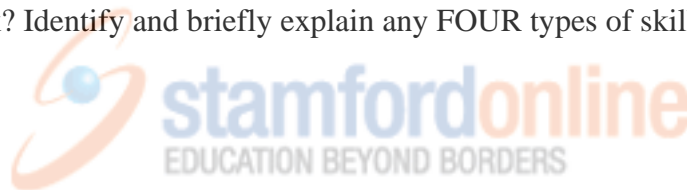
Question 2

(a) Describe, with examples, FIVE characteristics of Work Culture

(10 marks)

(b) What is teamwork? Identify and briefly explain any FOUR types of skills needed for teamwork.

(10 marks)



Question 3

(a) What is Occupational Safety and Health Administration (OSHA)? Both employers and employees have certain responsibilities under the (OSHA) Act of 1970. Describe some of the responsibilities that both the employers and employees have under the (OSHA) Act of 1970.

(10 marks)

(b) What is consumer privacy and why is it important? Consumer privacy can be viewed in terms of right to privacy, physiological privacy and physical privacy. Describe, with examples, on each of these aspects.

(10 marks)

(Total=20 marks)

Question 4

Lydia Hernandez is a newly hired clerk in the Purchasing Department. Her boss keeps asking her for a date and making inappropriate sexual advances. He is also receiving gifts from suppliers and paying excessively high prices for supplies. When Lydia discovers his kickback scheme she is faced with a difficult decision about whether or not to "blow the whistle."

1. You are new on the job. During your training, you were taught company policies.

Now your supervisor gives you instructions that contradict those company policies.

What would/should you do? (5 marks)

2. What is a kickback scheme?

- Is it ethical? What's wrong with it?
- What impact does it have on the store and its customers?

(5 marks)

3. Suppose you discover that your supervisor is accepting kickbacks or stealing from the company, would you report it, ignore it, or handle it in some other way? Explain your answer. (5 marks)

4. Suppose you think your supervisor or a co-worker is sexually harassing you.

- How can you determine whether or not the behavior constitutes sexual harassment?
- If you determine that it is sexual harassment, should you report it to upper management or try to deal with it yourself? What options do you have to deal with it yourself? (5 marks)

(Total = 20 marks)

Question 5

What is whistle blowing? Describe FOUR situations in which whistle blowing is morally acceptable and FOUR situations in which it is morally not acceptable.

(Total=20 marks)

-END OF PAPER-