

**PADUA COLLEGE OF COMMERCE AND MANAGEMENT**  
 Nanthur, Mangalore - 575 004  
**INTERNAL EXAMINATION ANSWER SHEET**

Name of the student: Prathiksha Shenoy Roll No: 190320  
 Class: I BBA Date: 20/21/2020  
 Subject: Business Ethics No. of additional sheets used:

Signature of the invigilator:

Signature of the student:  
*Prathiksha*

**Question Numbers & Marks Table**

Q.No	a	b	c	d	e	f	g	h	i	j	total
1.											
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Name and Signature of the Valuator											Grand Total <span style="color: red;">18</span>

Start writing from here

1. Q. 1. Business ethics means set of rules or principles that the organisation should follow in business.  
 ✓ Business ethics means a person's value and the behaviour involved in his way how he behaves in the organisation he should follow all the rules of the company it is called business ethics.
- Q. 2. Q. 2. Objectivity :- It is the one kind of activity that the employee should follow while starting the business.

9. Public accountability :-

He should have all the information regarding a person because if accountability is maintained he can look after into those books.

10. Functions of business ethics :-

1. Accountability :-

He should maintain the ~~newally~~ ledger accounts with him because if anything details regarding person he can go through that information and solve the problem. So the accountability should be maintained by the manager of that company.

2. Communication :-

The employee should know how to communicate with each other. Because communication is needed every were in the business first thing of the employee is to communicate.

3. Policy and procedure :-

The company should follow a set of rules and policy has to been taken regarding the actions because so that he can go according to the solution another will the employees will use those things and destroy everything they should have a limit on those things.

4. Social responsibility :-

Manager should take the responsibility and he should known how to handle a particular situation. For this he should have all the social kind of values so he can take a better a good decision.

5. Ethical principles :-

1. Honesty :-

The employee should be honest to particular work because he has to maintain a good relationship among the employees he should be very honest.

and he should know how to handle a particular or a  
employer should be present in the company every  
day that is called the honesty of the employee.

### 3. Respect and concern :-

The manager should be concerned about the  
employee and the employer should show the respect  
towards the manager showing the respect is not  
bad thing we should respect each and every person  
for his hard working or for a particular job work  
he is doing.

### 3. Fairness :-

The company should give all the kinds of the  
opportunity to the employee because of his hard working  
and what work he is doing all should be shared by  
the manager. He should be very caring to the  
employee.

### 4. Leadership :-

The manager should be capable to handle his  
duty which was assigned to him. Leadership is  
not the easiest task he should have the will  
power to handle a particular situation. He should  
have the respect to the next person.

### 5. Loyalty :-

He should be very polite and he do all his  
work he should not keep finding anything this  
leads and makes him a successful person in the  
society he should work for the betterment of  
the company.

## III 8. Sources of authority :-

### 1. Childhood upbringing :-

The child should grow very fast and they  
should have the capacity of taking into the higher  
position all should be handled by the single  
person so that it will go on easily and safely  
manager should look after those matters.

### 2. Government rules and regulations :-

The rules and regulation should be followed by the company while running the business he should have follow the rules of the company

3° Religion :-

Religion is not important in the company any religion can go an parties any thing in the world that opportunity is given the manager no caste or any people go an can acquire their talents in the organization

4° Culture :-

The manager should know the certain culture and they should follow all the culture he should very good in the activity of the company. He should not distribute the culture of any other in the organization.

5° Law :-

The law is very important in the company because very one should each laws which is given to them in the society.

Factors influencing business ethics.

1° Personal code of business:-

The person should very sincere to a particular work he should maintain a particular personal contract with the others

2° Business climate:-

The business climate should be very good for the working of the employees because they can contract each other and can discuss with each other.

3° Code of behaviour:-

He should maintain a good behaviour among the people. Every ones behaviour should very good and they should maintain the same thing.

4° Policy of the business:-

Whatever ~~any~~ policy has been given the business must follow the same rules and regulation of the company they should follow all the rules of the company. That is called the policy of the business.