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QN1. Acting ethically means following the right moral standards and behaving in a way that does not harm others. A person who acts ethically should:

- Be honest in their actions and words.
- Follow rules and laws of society.
- Treat others with fairness and respect.
- Avoid lying or misleading people.
- Be responsible for their own decisions.
- Show integrity in both personal and professional life.
- Be considerate of others' rights and feelings.
- Not engage in corruption or dishonest behavior.

QN3. A company like Cisco can balance its resources between its mission and social responsibility by:

- Investing in employee welfare by giving them good work conditions and benefits.
- Providing training programs that promote ethical behavior.
- Supporting environmental initiatives like reducing carbon emissions.
- Ensuring suppliers follow fair labor and ethical practices.
- Engaging in community projects like disaster relief and hunger support.
- Using technology to improve education and healthcare services.
- Encouraging employees to volunteer and donate to charitable causes.
- Ensuring ethical business practices at all levels of the company.

QN2. An organization can act ethically in the following ways:

- The leadership should set a good example by being ethical.
- Have clear guidelines and a code of conduct for employees.
- Conduct training programs to educate employees on ethics.
- Evaluate employees based on ethical behavior as well.
- Promote a culture of honesty and fairness in business operations.
- Perform regular audits to check compliance with ethical standards.
- Have policies that protect whistleblowers who report unethical practices.
- Ensure transparency in business decisions and policies.
- Maintain a balance between profit-making and corporate social responsibility.
- Encourage partnerships that promote ethical business operations.