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**Question 1: What does it mean for an individual to act in an ethical manner?**

* Following rules and laws.
* Being fair when dealing with others.
* Avoiding corruption and dishonesty.
* Showing respect to others at work.
* Being truthful in what they say and do.
* Not cheating or stealing.
* Doing what is right even when no one is watching.
* Following workplace policies.

**Question 2: How can an organization act ethically?**

* The leaders should lead by example.
* The company should have clear ethics policies.
* Employees should be trained in ethics.
* The organization should not tolerate corruption.
* Fair treatment of employees and customers.
* Companies should ensure they follow environmental laws.
* Encouraging social responsibility programs.
* Making sure suppliers also follow ethical guidelines.
* Being transparent in business operations.
* Regular audits to check compliance with ethics policies.

**Question 3: How should Cisco balance its resources between business and social responsibility?**

**Definition:** Corporate Social Responsibility (CSR) means that a company should care about its employees, the environment, and the community while running its business.

* Cisco trains employees on ethics.
* They support employees with good benefits.
* They encourage employees to donate to charities.
* Cisco reduces pollution from its operations.
* They ensure their suppliers follow ethical rules.
* They help improve education and healthcare using technology.
* They provide disaster relief by donating money and resources.

**Question 4: Examples of how managerial behavior can encourage unethical behavior.**

* Managers put too much pressure on employees to meet targets.
* Managers do not provide clear ethics guidelines.
* Managers set a bad example by acting unethically themselves.
* Employees see that unethical behavior is not punished.
* Employees are overwhelmed with too many policies and ignore them.