

1. What are the core principles of professional ethics, and why are they important in the workplace?

- The core principles of professional ethics include integrity, honesty, accountability, respect, fairness, and responsibility. In computing, these principles guide professionals in making decisions that protect users, organizations, and society as a whole. They ensure that computing professionals act transparently, maintain trust, and uphold public confidence in technology. Ethical principles also promote responsible use of data, software, and systems while discouraging misconduct such as plagiarism, data manipulation, or misuse of technology. In the workplace, adherence to professional ethics fosters a positive organizational culture, minimizes conflicts, and enhances collaboration and productivity among employees.

2. How should a professional respond if they witness unethical behavior by a colleague?

- If a professional witnesses unethical behavior by a colleague, they should respond in a manner that upholds integrity and fairness while following proper organizational procedures. The first step is to gather accurate information and ensure that the observations are based on facts rather than assumptions. They should then report the issue to an appropriate authority, such as a supervisor, ethics officer, or human resources department, following established company policies. In some cases, it may also be appropriate to discuss the matter directly with the colleague involved, if it can be done respectfully and constructively. Taking action is crucial because ignoring unethical behavior can allow misconduct to continue and harm the organization's reputation and trust.

3. Describe a situation where a conflict of interest might arise in a professional setting. How should it be handled?

- A conflict of interest arises when a professional's personal interests interfere with their ability to make impartial decisions on behalf of their employer or clients. For example, a software engineer might be asked to select a vendor for a project but chooses a company owned by a close relative, potentially compromising fairness. To handle such situations, the professional should immediately disclose the conflict to management or relevant stakeholders and recuse themselves from any related decision-making. Transparency and honesty are essential to maintain trust and prevent bias or favoritism. Organizations should also establish clear policies for identifying and managing conflicts of interest to protect both employees and the company.

4.

Why is confidentiality considered a key component of professional conduct, and what are the potential consequences of breaching it?

- Confidentiality is a key component of professional conduct because it protects sensitive information such as client data, business strategies, and personal records from unauthorized access or disclosure. In computing, where professionals often handle vast

amounts of private or proprietary information, maintaining confidentiality safeguards privacy and preserves trust between users and organizations. Breaching confidentiality can lead to serious consequences, including legal action, job termination, financial loss, and damage to one's professional reputation. It can also harm clients or users whose data may be exposed. Therefore, professionals must handle information responsibly, adhere to privacy policies, and implement security measures to prevent data breaches.

5. In what ways can an organization promote ethical behavior among its employees?

- An organization can promote ethical behavior among employees by fostering a culture of integrity, providing ethics training, and establishing clear codes of conduct. Leadership plays a critical role in setting the tone—managers who model ethical behavior inspire employees to do the same. Regular workshops, open discussions, and ethics hotlines can help employees understand the importance of ethical decision-making and provide safe channels for reporting misconduct. Additionally, organizations should reward ethical behavior, ensure accountability, and integrate ethical considerations into performance evaluations and decision-making processes. By embedding ethics into the organizational structure, companies can create a trustworthy and responsible work environment.