

## Difference between morality and ethics.

### Morality

1. More general and prescriptive based on customs and traditions.
2. More concerned with the results of wrong action, when done.
3. Thrust is on judgment and punishment, in the name of God or by laws.
4. In case of conflict between the two, morality is given top priority, because the damage is more. It is more common and basic.
5. Example: Character flaw, corruption, extortion, and crime.

### Ethics

1. Specific and descriptive. It is a critical reflection on morals
2. More concerned with the results of a right action, when not done.
3. Thrust is on influence, education, training through codes, guidelines, and correction.
4. Less serious, hence second priority only. Less common. But relevant today, because of complex interactions in modern society.
5. Example: Notions or beliefs about manners, tastes, customs, and towards laws.

## Honesty is the best policy. Justify.

Honesty is a virtue, and it is exhibited in two aspects namely, (a) Truthfulness and (b) Trustworthiness.

Truthfulness is to face the responsibilities upon telling the truth. One should keep one's word or promise. By admitting one's mistake (one needs courage to do that!), it is easy to fix them. Reliable engineering judgment, maintenance of truth, defending the truth, and communicating the truth, only when it does 'good' to others, are some of the reflections of truthfulness.

Trustworthiness is maintaining integrity and taking responsibility for personal performance. People abide by law and live by mutual trust. They play the right way to win, according to the laws or rules (legally and morally). They build trust through reliability and authenticity. They admit their own mistakes and confront unethical actions in others and take tough and principled stand, even if unpopular.

## Courage - short note

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. In addition the following attitudes are required (a) Facing the criticism, (b) owning responsibility (c) accepting the mistakes and vigilance against the past mistakes (d) creative in finding the alternate means to achieve the desired objectives (e) involvement (attitude, clear and firm resolve

to act) and Commitment (willing to get it) (f) Perseverance (sustained hard work),  
(i) Experimentation (preparedness to face the challenges.)

Courage is classified into three types, based on the types of risks, namely (a) Physical courage, (b) Social courage, and (c) Intellectual courage.

In physical courage, the thrust is on the adequacy of the physical strength, including the muscle power and armaments.

The social courage involves the decisions and actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for the social cause.

The intellectual courage is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press.

### Valuing time - short note

Time is the most perishable, most valuable and rare resource which is Once spent, is lost forever. It can not be either stored or recovered. Hence, 'Time and tide wait for none' and 'Procrastination(postponing action) is the thief of time' amply illustrate this point. To realize the value of one year, ask the student who has failed in the examinations; To realize the value of one month, ask the mother who has delivered a premature baby; to realize the value of one week, ask the editor of weekly; to realize the value of one day, ask the daily-wage laborer; to realize now the value of one hour, ask the lovers longing to meet;

### Respect for others - short note

To nurture friendship, team work, and promotion and sustenance of the synergy.

Principles of respecting others

1. Recognition and accepting the existence of other persons as human beings:  
Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have.
2. Respecting others' ideas (decisions), words, and labor (actions) and interaction(in terms of listening, appreciation, critics & corrections, ): Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more effort.
3. Extending Goodwill and Affection to promote coherence, strength and overall growth: This will facilitate co linearity, focus, coherence, and strength to achieve the goals

### Explain how spirituality is promoted in workplaces.

1. Respect the individuals as human beings and recognize their values in the profession.
2. Interact with work team members try to know their goals, aspirations, ideas and dreams too.
3. Share your personal ethics and beliefs without hesitation.
4. Support the noble causes outside the profession and business.
5. Encourage leaders to formulate and perform value-based policies and actions
6. Illustrate self-knowledge and spiritual awareness in all your actions.
7. Do for others the things what you expect from them.

### Explain the challenges in workplaces.

1. Employee's work ethics(The biggest workplace challenge),
2. Showing up to work everyday (interest in work and attendance),
3. Showing up to work on time (punctuality),
4. Taking pride in the quality of their work,
5. Commitment to the job,
6. Cooperation and Getting along with others.

### What is virtue? List any 4 civic duties and civic rights.

Virtues are positive and preferred values in terms of desirable attitudes that enable us to be successful and to act in ways that develop our highest potential. They energize and enable us to pursue the ideals that we have adopted.

Examples of virtues: Honesty, courage, compassion.

Civic duties:

1. Paying Tax punctually
2. Keeping cleanliness in and around.
3. Avoiding pollution of the environment garbage disposal.(air, water,sound,garbage)
4. Following traffic safety rules.

Civic rights:

1. Voting in Elections(local,state,central)
2. Contesting in the elections.
3. Seeking public welfare facilities(education,health,transportation, communication).
4. Establishing and maintaining a green,pollution free and safe environment, pollution free.