

INTERNATIONAL TRAINING COLLEGE - LINGUA

Towards Educational Excellence

NCFE Reg. No: R0014

NQA Accreditation No: 000244



DEPARTMENT OF BUSINESS & MANAGEMENT DEPARTMENT

ASSIGNMENT 1

Lecturer: Sarah Möwes	Due Date : 15 March 2023
QUALIFICATION: Certificate in Office & Business Administration (NQF Level 6) : Diploma in Office Administration (NQF Level 6)	
YEAR 2	: (Exit level: (NQF Level 6)
MODULE	: INTRODUCTION TO BUSINESS ETHICS
TOPIC	: Understanding of Business Ethics
Assignment : 1	

INSTRUCTIONS:

- Your assignment must have a cover page with your name, student number, course name and lecturer name
- Marks awarded will be indicated both as actual and percentage
- The assignment must be the work of the student and not shared or completed by any other student and must be typed.
- Students will be penalized for plagiarizing or simply copying passages from the study notes or web sites, other texts and from another student's assignment/project/rough work, etc., without any referencing attached thereto.
- Students may work together but **must not** submit similar or identical assignments. You must be able to show that you worked **independently**.
- Retain a copy of each assignment before submitting it, in case the original does not reach the lecturer.

- **Students who are mailing their assignments must ensure that the assignment reaches the lecturer before or on the due date.**
- Assignments may **NOT** be submitted via fax
- Your assignment **MUST** have references (APA method) written in alphabetical order.
- Use **ARIAL -12** to type your work. Your work must be justified.
- Consult the lecturer if you do not understand assignment questions by calling 061-301032

Select any Namibian company and demonstrate your understanding of the definition of ethics and the importance and role ethical behavior serves in this company.

Also highlight possible advantages the company enjoys because of their ethical behavior.

Further explain what the functions of business ethics is and what the responsibilities towards the employees is.

According to your observations is this a company that exercise good business ethics. Please motivate your answer with good examples. (40 marks)