

2913/106

**PROFESSIONAL ETHICS**

November 2021

Time: 3 hours



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**DIPLOMA IN INFORMATION SCIENCE**

**MODULE I**

**PROFESSIONAL ETHICS**

**3 hours**

**INSTRUCTIONS TO CANDIDATES**

*This paper consists of **SEVEN** questions.*

*Answer any **FIVE** questions in the answer booklet provided.*

*Candidates should answer the questions in English.*

**This paper consists of 2 printed pages.**

**Candidates should check the question paper to ascertain that both pages are printed as indicated and that no questions are missing.**

1. (a) Kwetu Company has decided to formulate a code of ethics for its employees. Explain **five** reasons that may have prompted the company to make this decision. (10 marks)
- (b) Highlight **five** causes of unethical behaviour among staff in an information centre. (10 marks)
2. (a) A newly employed librarian intends to join Kenya Library Association. Explain **five** benefits the librarian may derive from joining the association. (10 marks)
- (b) Explain **five** measures that an information centre may put in place to protect electronic data of its employees. (10 marks)
3. (a) Explain **five** ways in which a records officer may portray unethical practices in the course of duty. (10 marks)
- (b) Explain **five** reasons why employees in an information centre should maintain confidentiality of the information under their care. (10 marks)
4. (a) Explain **five** challenges that information professional associations may face when carrying out their duties. (10 marks)
- (b) Highlight **five** circumstances under which an organization may not disclose information with regard to Article 35 of the Constitution of Kenya. (10 marks)
5. (a) Explain **five** ways in which an information professional may abuse technology in the course of duty. (10 marks)
- (b) Explain **five** challenges that a records officer may face when managing electronic records. (10 marks)
6. (a) Explain **five** ways in which information professionals may enhance integrity in information management. (10 marks)
- (b) Outline **five** guidelines that an information centre may follow when formulating a code of ethics. (10 marks)
7. (a) Upato County intends to implement the Right to Information Act (Cap 31 of 2016 Laws of Kenya). Explain **five** benefits that the county may derive from implementing the Act. (10 marks)
- (b) Explain **five** advantages of using electronic records in an information centre. (10 marks)

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