

**031305T4PSY**  
**COUNSELLING PSYCHOLOGY LEVEL 5**  
**PSY/OS/CO/CR/03/5/A**  
**Apply work place Ethics**  
**July/August 2025**



**AMREF INTERNATIONAL TRAINING CENTER**

**WRITTEN ASSESSMENT**

**Time: 3 HOURS**

**INSTRUCTIONS TO CANDIDATE**

1. You have **THREE** hours to answer all the questions.
2. Marks for each question are indicated in the brackets.
3. The paper consists of **TWO** sections: A and B.
4. Do not write on the question paper.
5. A separate answer booklet will be provided.

*This paper consists of **THREE (3)** printed pages*

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

**SECTION A: (40 MARKS)**

*Answer ALL the questions in this section*

1. Addiction to alcohol is one of the factors which affects employee productivity at place of work. Highlight FOUR ways you will support employees addicted to alcoholism. (4 Marks)
2. Working as a team increases productivity and cohesiveness at the workplace. Mention FOUR qualities of good teamwork at the workplace. (4 Marks)
3. You have realized that one of your colleagues is struggling with loneliness and frustration after being diagnosed with HIV/AIDS. Propose FOUR actions he should take after being diagnosed with the disease. (4 Marks)
4. Communication is a key element in every organization. Outline FOUR methods of transmitting information in an organization. (4 Marks)
5. Employees experience a range of emotions that can affect their behavior and performance at work. Identify FOUR common causes of emotions in the workplace. (4 Marks)
6. Drugs and substance abuse is an emerging issue of concern. Mention FOUR drugs which are commonly abused. (4 Marks)
7. Providing leisure time at work place is an effective strategy for making a balance between work and life. Identify FOUR advantages of leisure to an individual. (4 Marks)
8. When anger is expressed in an unhealthy way, it ends up distracting everyone at the place of work. State FOUR ways of controlling anger. (4 Marks)
9. Own learning is a personal initiative to acquire skills and knowledge. Outline FOUR major factors affecting the application of learning at the workplace. (4 Marks)
10. Management is expected to give feedback to its employees. Highlight FOUR benefits of collecting and analyzing feedback. (4 Marks)

**SECTION B: (60 MARKS)**

*Answer any THREE questions in this section.*

11. Your colleague has complained to you as having stress and is not being recognized at the workplace.
- a) Advise the workmate on FIVE ethical ways of seeking recognition. (10 Marks)
  - b) Identify FIVE ways of managing stress. (5 Marks)
  - c) State FIVE ways employees can use to enhance job security at the workplace. (5 Marks)
12. You have been appointed to head a team at work in the County
- a) Discuss FIVE common issues that can be experienced in a team. (10 Marks)
  - b) Explain FIVE strategies for solving a problem in a team. (10 Marks)
13. You were recently employed as Manager of ABC Company Limited in your County and you realized that the company does not have a code of conduct.
- a) Advise the Human Resource Manager on the FIVE benefits of having a code of conduct. (10 Marks)
  - b) Describe FIVE possible consequences of operating without a code of conduct in an organization like ABC Company Limited. (10 Marks)
14. You have been invited to talk to a group of youths about time management and drug and substances abuse
- a) Discuss FIVE negative effects of drug and substance abuse on a young person's productivity and future goals. (10 Marks)
  - b) Explain FIVE ways in which organizations can adopt to manage drug and substance abuse. (10 Marks)