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# SA EXAM PAPERS

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**COMMON PROVINCIAL TASK**

**GRADE 12**

**LIFE ORIENTATION  
CONTROLLED TEST  
MARKING GUIDELINES  
16 AUGUST 2023**

**MARKS:100**

This MARKING GUIDELINES consists of 18 pages.

**IMPORTANT NOTE TO ALL MARKERS**

- Should the candidates exceed the number of responses, only the required responses will be marked.
- The remaining responses should be struck out and the following abbreviation should be written: ENNR (Exceeded Number of Required Responses)

**SECTION A (COMPULSORY)****QUESTION 1**

- 1.1 1.1.1 D (✓)  
 1.1.2 B (✓)  
 1.1.3 B (✓)  
 1.1.4 C (✓)  
 1.1.5 A (✓) (5)

- 1.2 1.2.1 Censorship (✓)  
 1.2.2 Recruitment (✓)  
 1.2.3 Affirmative Action (✓) (3)

- 1.3 1.3.1 **Give TWO examples of human factors that cause ill-health.**

**Marks should be awarded as follows:**

ONE mark (✓) for each of the TWO responses.

- Psychological factors (✓)
- Social factors (✓)
- Religious Factors (✓)
- Cultural practices (✓)
- Different perspectives (✓)
- Any TWO of the above responses for ONE mark. ✓✓ (2x1) (2)

**1.3.2 Explain why School Based Assessment (SBA) is important.****Marks should be awarded as follows:**

TWO marks (✓✓) for a well-explained response.

- The needs of the learner are diagnosed (✓) for remediation (✓)
- It proves the quality of teaching and learning (✓) as it makes sure that learners' needs are met (✓)
- It shows the learners' strengths, (✓) what subject areas learners excel in (✓)
- It prepares learners for mid-year and final examinations. (✓)  
Learners become familiar with questions (✓)
- Assessment allows the teacher to assess aspects like interpersonal skills, values and attitudes and teamwork abilities, (✓) that are impossible to assess in a written examination. (✓)
- SBA marks are added to the final mark (✓) .....(✓)
- To identify how learners cope with new knowledge, content and skills (✓) and specify if learners need to do extra work or not (✓)
- Any ONE of the above responses for TWO marks each. ✓✓ (1x2) (2)

**1.3.3 Why do you think stress may trigger mental disorder?****Marks should be awarded as follows:**

ONE mark (✓) for each response.

- When a person suffers from stress, there may be severe damage to multiple organs and system. An individual may develop mental disorder such as anxiety and depression (✓)
- Stress increases the risk of mental health problems (✓)
- Mental illness is commonly connected to stress. (✓)
- Any TWO of the above responses for ONE mark each. (2 x 1) (2)

**1.3.4 Discuss the importance of evaluating pros and cons before making the decision.****Marks should be awarded as follows:**

TWO marks (✓✓) for a well-explained response.

- Weighing up pros and cons can speed up decision making process,(✓) improving your understanding of the situation. (✓)
- It encourages you to approach your decision objectively, (✓) without letting your gut feeling impact your choice (✓)
- ANY ONE of the above responses for TWO marks ✓ (1x2) (2) each.✓

1.4 1.4.1

• **Explain why social media can break a person?**

**Marks should be awarded as follows:**

TWO marks (✓✓) for a well explained response.

- Social media use is consuming an excessive amount of time in someone's life (✓). People start neglecting important activities. (✓)
- People are constantly comparing themselves with others (✓) thus triggering poor self -esteem (✓)
- Toxic interaction can lead to cyber bullying. (✓) This can be emotionally damaging and even lead to tragic consequences (✓)
- Any ONE of the above responses for TWO marks.✓✓ (1x2) (2)

**1.4.2 Recommend ONE way in which learners can prevent violating other people's rights on their social media.**

**Marks should be awarded as follows:**

TWO marks (✓✓) for a well explained response.

- Respect other people's privacy, (✓) refrain from posting content that include private information about other people without their consent (✓)
- Avoid using hate speech or expressing any form of discrimination on social media. (✓) It's therefore necessary to understand the impact of one's words on other people. (✓)
- Be mindful of what you post (✓) by monitoring what you post and making sure it that not harm or offend anyone. (✓)
- Any ONE of the above responses for TWO marks.✓✓ (1x2) (2)

**SECTION B (COMPULSORY)**

CONTROLLED TEST 2023

1. In this section, candidates' answers must be written in full sentences as far as possible. Hence, within a 3- or 6 mark question, candidates could and should be awarded 6, 5, 4, 3, 2 and 1 or a 0 (zero) depending on the level of answers given.
2. It must be noted that each category of the candidates' efforts, a distinction must be made between **excellent**, **good**, **satisfactory** and **poor** responses.

**QUESTION 2**

- 2.1. **Briefly describe**
  - 2.1.1. **Collective bargaining**
  - 2.1.2. **Organised labour**

**Marks should be awarded as follows:**

TWO marks (✓✓) for a well-explained response.

**2.1.1. Collective bargaining**

- Is the process of negotiation between an employer and a trade union representing the workers ✓
- is the process in which working people, through their unions, negotiate contracts with their employers to determine their terms of employment. ✓

**2.1.2. Organised labour**

- Organized labour which is also known as a union, is an association of workers united as a single, representative entity ✓ to improve the economic status and working conditions of employees through collective bargaining with company management. ✓

*[Any TWO of the above responses, TWO marks each] ✓✓ (2x2) (4)*

- 2.2. **Briefly explain how do the following labour laws provide protection to employees**

**Marks should be awarded as follows:**

TWO marks (✓✓) for each of the THREE responses.

**2.2.1. Employment Equity Act (EEA)**

- The Employment Equity Act is the law that promotes equity in the workplace, ensures that all employees receive equal opportunities and that employees are treated fairly by their employers. ✓ The law protects you from unfair treatment and any form of discrimination. ✓
- Promotes ✓ and achieve equity in the workplace by encouraging equal opportunity amongst all workers, whatever their race, gender or disability. ✓

**2.2.2. Basic Conditions of Employment Act (BCEA)**

- Is to ensure that all employees are treated fairly. ✓ The Act stipulates the legal requirements with regard to the number of hours to work, overtime hours, meal breaks, different types of leaves, notice of termination of employment and remuneration. ✓

- Prohibits an employer from deducting any monies✓ from the workers' salary without his/her written permission. (Excluding pension, taxes and unemployment fund contributions)✓

### 2.2.3. Labour Relations ACT (LRA)

- It recognises and regulates the rights of workers✓ to organise and join trade unions, and the right to strike.✓
- To ensure that no employee is treated unfairly or discriminated against.✓  
✓The Act provides clear legal guidance on disputes, negotiations and strike action.✓

*[Any THREE of the above responses, TWO marks each] ✓✓ (3x2) (6)*

### 2.3. Discuss TWO ways on how to deal with unfair treatment in the work place.

#### Marks should be awarded as follows:

TWO marks (✓✓ ) for each of the TWO responses.

- Any employee who feels that he/she has been unfairly discriminated against or that an employer has contravened the laws may lodge a grievance in writing with their employer.✓ The matter may thereafter be referred to the CCMA if the issue cannot be resolved at the workplace.✓
- Employees may refer disputes about alleged unfair labour practices to the CCMA✓ on a LRA 7.11 referral form, or where applicable, to a bargaining council for conciliation. If the dispute remains unresolved, the applicant(s) may refer the matter to arbitration.✓
- There are two methods of resolving labour disputes: through the Labour Disputes Commission or through the court.✓ As a rule, employees first apply to the Labour Disputes Commission. The differences can be settled at this stage if they have a competent lawyer on their side.✓

*[Any TWO of the correct responses, TWO marks each] ✓✓ (2x2) (4)*



- 2.4. **Analyse TWO facts that you would give as being important for someone to join a union in the work place. These facts must each be supported by TWO statements.**

**Marks should be awarded as follows:**

THREE marks (✓✓✓) for each of the TWO responses.

- **Better wages and benefits** ✓ Trade unions use their collective muscle to bargain for better salaries, pensions, holidays, health insurance, sick pay, overtime and more. ✓ Trade unions hammer out negotiations with management to get the best possible deal for employees, so you don't have to. ✓
- **Personal protection** ✓ Unions have got your back. Not only can they tell you your rights, they will defend your rights. ✓ If your employer treats you unfairly, you can rely on support and expert representation from your union
- **Equality** ✓ Trade unions champion equal rights and equal pay. ✓ They fight discrimination against race, gender, sexual orientation and disability. ✓
- **Health and safety** ✓ Unionized workplaces are safer – fact because trade unions won't let workers put their lives at risk to meet production targets or save the company money. ✓ The only people with the moral authority to assess the risk, are those who face the risk. And the only way to have a voice is to have a union. ✓
- **Solidarity** ✓ Trade unions can use their membership of millions to command the attention of the very biggest corporations. ✓ Often, senior management is unaware of a problem that's going on locally, and unions can help resolve an issue on the ground. ✓

*[Any TWO of the correct responses, THREE marks each]*

*(2x3) (6)*



**QUESTION 3****3.1. Indicate the THREE groups that make up a Local Government****Marks should be awarded as follows:**

ONE mark (✓) for the THREE correct responses

**Local government** is made up of:

- Municipality formed by elected councilors✓
- Administration formed by officials appointed by municipal council ✓
- Residence who live in the municipal area✓

*[ONE mark for each of the THREE responses] ✓ (3x1) (3)***3.2. With regard to Local Government issues. Outline THREE ways that the community members can do to raise their concerns.****Marks should be awarded as follows:**

ONE mark (✓) for each correct response.

- By submitting a petition to municipal managers✓
- Writing a letter to the official/s✓
- Visiting the official/ls to deal with the matter✓

*[ Any of the THREE of the above responses, ONE mark each] ✓ (3x1) (3)***3.3 What is the role of the National Council of Provinces?****Marks should be awarded as follows:**

TWO marks (✓✓) for a well explained response.

- To consider, amend, propose amendments to, or reject the legislation. ✓  
It must consider all national bills,✓
- Has the power to initiate legislation in the functional areas✓ where  
Parliament and the provincial legislatures have concurrent legislative  
power.✓

*[ Any ONE of the above responses, TWO marks each] (1x2) (2)*

3.4. **Briefly explain why it is important to have a Provincial level of governance.**

**Marks should be awarded as follows:**

TWO marks (✓✓) for each well explained response.

- Provincial level is responsible for social services like education, health and social development; economic functions like agriculture and roads; ✓ and provincial governance and administration which include the legislature, provincial treasury, local government and human settlements. ✓
- This level is run by legislature that approves provincial laws. ✓  
Most civil servants are employed by Provincial Government ✓

*[Any ONE of the above responses, TWO marks each] ✓✓ (1x2) (2)*

3.5. **Assess how fraud and corruption have badly affected the lives of ordinary South Africans.**

**Marks should be awarded as follows:**

TWO marks (✓✓) for each well explained responses.

- Fraud and corruption lead to significant financial loss, ✓ a loss of trust in people and institutions ✓
- Lead to emotional distress, ✓ which can have severe negative impacts on individuals. ✓
- Can affect any entity when it is handled poorly, ✓ it can result in an erosion of trust in government and industries causing retrenchment and unemployment ✓
- Lead to a loss of international and economic reputation. ✓ This is particularly true when fraud is facilitated by corruption. ✓
- Without investors into South African economy, ✓ there will be no opportunities for employment. ✓
- As companies experience losses due to fraud and corruption, it inevitably leads to budget cuts, often focused on the employees. ✓
- This can lead to retrenchments ✓ or the freezing of the recruitment process. ✓

*[Any TWO of the above responses, TWO marks each] ✓✓ (2x2) (4)*

3.6. **Recommend ways in which you would deal with fraud and corruption, if you**

were a member of the governing party

**Marks should be awarded as follows:**

THREE marks (✓✓✓) for TWO well explained responses.

- There should be regular workshops conducted, where all employees will be trained on how to be honest, transparent, accountable and maintain good work ethics.✓ It is usually the supervisors and the executives that succumb to the worst of it✓: so, they should receive the most training as well as the most scrutiny.✓
- Assess the risk of fraud and chances of employees being corrupt.✓ Report such risks and develop a policy to regulate employees.✓ Vigilantly monitor and review the policy regularly.✓
- Report ✓any activities of fraud and corruption to relevant authorities✓ and prompt action must be taken.✓
- Establish a hotline number or email address✓ where people can feel free to report criminal activities.✓ Whistle blowers must be highly protected and not be intimidated.✓
- Put in place policies, strategies, processes and procedures✓ to prevent possible fraud and corruption, will put everyone "on the same page"✓ of zero-tolerance toward corruption at the public sector.✓
- Put the necessary controls in place✓ to ensure compliance✓ with these policies, strategies, processes and procedures.✓
- Conduct lifestyle audit ✓at certain time intervals and act on those found guilty of misuse.✓ To see action taken on those involved, will make other employees avoid getting tempted.✓
- Expose corrupt activities✓ and act promptly to stop dishonest practices✓, so as to gain public confidence.✓
- Set up committees✓ to conduct oversight of funds budgeted for✓ and there should regular auditing.✓
- Consequence management where one violate the laws and policies put in place✓, must apply as soon as fraudulent actives are picked up✓ and action taken must be known by all employees. ✓

[ Any TWO well explained responses, THEE marks each]✓✓✓ (2x3) (6)

**20**  
**TOTAL SECTION B: 40**

**SECTION C**

1. Candidates must answer any TWO (2) questions in this section. Should the candidate answer all three questions, only the **first TWO** will be marked. The remaining question should be struck out and the following abbreviation should be written '**ENQR**' (Exceeded number of questions required).
2. Candidates' answers must be in PARAGRAPHS. **Marks will only be awarded for answers that are written in full sentences.**

**QUESTION 4****NOTE TO THE TEACHER:**

- In this question, candidates' answers must be written in full sentences as far as possible. Hence, within the 4-mark question, candidates could and should be awarded 4, 3, 2 and 1 or a 0 (zero) depending on the level of answers given.

**State FOUR ways in which cyber bullying occurs.**

**Marks should be awarded as follows:**

ONE mark (✓) for each response.

Stimulus ...

- Spreading lies about a person on social media. (✓)
- Posting rumours, threats, or embarrassing information on social networking sites such as Facebook, Twitter, and Instagram.
- Sending hurtful, abusive or threatening messages, images or videos via messaging platforms (✓) /saying mean, threatening or offensive things about others in online chatrooms (✓)
- Impersonating someone and sending mean messages to others on their behalf or through fake accounts. (✓)
- Sending nasty or threatening emails or instant messages. (✓)
- Publishing or sharing photos, videos or webcam footage of someone without their permission. (✓)
- Posting cruel messages on sites like Facebook or creating false profiles or group about someone (✓)
- Posting nude pictures on photo sharing sites for anyone on the internet to view and download. (✓)
- Sending mass emails or text messages that include nude or degrading photos of the victim. (✓)
- Posting mean or hateful names, comments, or content about any race, religion, ethnicity, or other personal characteristics online. (✓)
- Any FOUR of the above responses for ONE mark each. (4 x 1) (4)

**Analyse the negative impact that cyber bullying might have on its target.**

**Marks should be awarded as follows:**

FOUR marks (✓✓✓✓) for each well explained responses.

**NOTE TO THE TEACHER:**

- **To be awarded the full FOUR marks, candidates must give a statement, (✓) elaborate on the statement, (✓) qualify it (✓) and give an outcome. (✓)**

Cyberbullying targets may:

- feel upset, embarrassed, stupid and even afraid or angry (✓) which can make them lose interest in the things they like (✓) thus making them to feel lonely, isolated and overwhelmed, (✓) which can lead to increased social anxiety and lose trust in others. (✓)
- feel ashamed, nervous, anxious and insecure about what people say or think about them (✓) This can lead to withdrawing from friends and family, negative thoughts and self-talk, feeling guilty about things you did or did not do, or feeling that you are being judged negatively. (✓)
- lose your motivation to do the things that you usually enjoy doing (✓) and feel isolated from the people you love and trust (✓) can perpetuate negative feelings and thoughts (✓) which can adversely affect your mental health and well-being. (✓)
- cause emotional and physiological damage (✓) to defenceless victims as well as psychosocial problems including inappropriate behaviours, drinking alcohol, smoking, depression and low commitment to academics (✓) that can lead to low self esteem resulting in them taking their lives / to suicide (✓).
- be under great emotional stress (✓) that makes them unable to concentrate on their studies and may not want to go to school, (✓) and thus their academic progress is adversely affected (✓) since the victims are often hurt psychologically, the depressive effect of cyberbullying prevents students from excelling in their studies. (✓)
- result to increased depressive behaviour (✓) that will reduce their feeling of self-worth (✓) which may lead to difficulty sleeping and increased instances of bed wetting (✓) and later develop eating disorders, headaches and stomach aches. (✓)
- The feeling of being laughed at or harassed by others (✓), can prevent people from speaking up or trying to deal with the problem (✓) and can perpetuate negative feelings and thoughts (✓) which can adversely affect your mental health and well-being. (✓)
- Any TWO of the above responses for FOUR marks each. (2 x 4) (8)

**Critically discuss what parents can do to help their cyber bullied children.**

**Marks should be awarded as follows:**

FOUR marks (✓✓✓✓) for each well explained responses.

**NOTE TO THE TEACHER:**

- **To be awarded the full FOUR marks, candidates must give a statement, (✓) qualify the statement, (✓) give a second statement (✓) qualify the second statement. (✓)**

Parents can ...

- take an interest in their children's online world (✓) just as they would in any other aspect of their lives (✓) through providing supervision and set reasonable limits on social media and online platforms (✓) to ensure their children have a safe and rewarding online experience. (✓).
- help their children learn to make responsible decisions about using technology (✓) by establishing guidelines and exerting control when necessary (✓) through investigating all the features of the technology they use (✓) and getting information on parental controls for all the technology their children use. (✓)
- get to know their children's online friends (✓) in order to assist them in learning the difference between a real friend and a friendly stranger (✓) thereby closely monitoring their virtual friendships (✓) to protect them from false and dangerous friendships. (✓)
- urge their children never to disclose any information that would reveal who they are (✓), where they live, or where they go to school (✓) to prevent perpetrators to get to them and hurt them. (✓) Instruct them never to arrange to meet online-only friends in person. (✓)
- talk with their kids if they suspect that they are being bullied, (✓) they can do that through noticing changes in their children's behaviour and attitudes (✓) and identifying signals such as difficulty sleeping, headaches, nervousness, stomach aches, and make excuses to avoid going to school (✓) so as to provide necessary help and support to their children. (✓)
- understand that victimized children are more likely to be reluctant to tell anyone about problems with their peers (✓), because they fear losing internet privileges if they report being cyberbullied (✓) therefore parents must show their children that they love (✓) them and will protect them under any circumstances. (✓)
- help their children to block the bully (✓) through using settings that let them electronically block emails, messages, or texts from specific people (✓) and provide them with specific examples of appropriate online content (✓) will help them better understand healthy internet use. (✓)
- let their children get help if they agree, (✓) by organising a meeting with a therapist, a counsellor or mediator at school (✓) may help them work through their feelings (✓) and improve their self-esteem. (✓)
- advise them to never share their email or social media account passwords with anyone, even their best friend (✓) because that friend may share it with other people, (✓) or the friendship may end, and then their private messages could suddenly become very public. (✓)
- Any TWO of the above responses for FOUR marks each (2 x 4) (8)

**20**



**QUESTION 5****NOTE TO THE TEACHER:**

- In this question, candidates' answers must be written in full sentences as far as possible. Hence, within the 4-mark question, candidates could and should be awarded 4, 3, 2 and 1 or a 0 (zero) depending on the level of answers given.

**State FOUR environmental factors that cause lung cancer.**

**Marks should be awarded as follows:**

ONE mark (✓) for each of the FOUR responses.

- Chemicals in cigarettes/ tobacco smoking (✓)
- Exposure to second-hand smoking (✓)
- Exposure to asbestos (✓)
- Unsafe drinking water (✓)
- Pollutants found in industrial emissions. (✓)
- Exposure to industrial and manufactural chemicals such as pesticides. (✓)
- Burning coal inside homes for the purpose of heating or cooking. (✓)
- Natural radiation / radioactive material found in soil, water, air (✓)
- Exposure to inorganic dust, uranium mining etc (✓)
- High dose of radiation therapy to the chest (✓)
- Any FOUR of the above responses for ONE mark each. (4 x 1) (4)

**Analyse the negative impact of cancer to the patients and their family.**

**Marks should be awarded as follows:**

FOUR marks (✓✓✓✓) for each well explained responses.

**NOTE TO THE TEACHER:**

- To be awarded the full FOUR marks, candidates must give a statement, (✓) elaborate on the statement, (✓) qualify it (✓) and give an outcome. (✓)
- Cancer patients may develop stress, depression and anxiety (✓) which may result in fear of death (✓) causing them to have low self-esteem (✓) and loss of hope towards life. (✓)
- Family will have to deal with the emotional aspect of the sick person (✓) which may result in them having fear of losing their loved one (✓), they may not be able to give the sick person the necessary support she/he needs (✓) while they find it difficult to accept the situation as well. (✓)



- Both the patient and the family may have to deal with the stigma (✓) from other members of the society/community which may lead to depression (✓) resulting in the sick person not to undergo treatment (✓) thus leading to increased sickness and even death. (✓)
- Cancer patients may have to undergo radiation (✓) to the lungs which may cause damages to the heart muscle (✓) and later may results in symptoms of heart failure other heart-related complications, (✓) such as hypertension (high blood pressure), arrhythmias (irregular heartbeats) and coronary artery disease. (✓)
- Cancer patients will have to undergo chemotherapy/ cancer medication/treatment (✓) which may cause long-term side effects (✓) such as lowered white blood cell counts, (✓) which increase the risk of infection (✓) and result in pain and numbness, hair loss and hearing loss. (✓)
- Cancer treatment may be very expensive (✓) for the person and family which may lead to financial burden/debts (✓), thus resulting in the change in the lifestyle of the family (✓) which they may find it very difficult to adapt/accept.
- Any TWO of the above responses for FOUR marks each. (2 x 4) (8)

**Critically discuss the intervention strategies that can be used to prevent lung cancer.**

**Marks should be awarded as follows:**

FOUR marks (✓✓✓✓) for each well explained responses.

**NOTE TO THE TEACHER:**

- **To be awarded the full FOUR marks, candidates must give a statement, (✓) elaborate on the statement, (✓) qualify it (✓) and give an outcome. (✓)**

Stimulus ...

- Eliminate or reduce smoking (✓) in order to reduce the exposure to poisonous cigarette chemicals (✓) that damages the DNA and leads to the growth of cancer cells (✓) and will also prevent second hand smoking to other people (✓) .
- Proper communication through development of cancer awareness programmes (✓) will help disseminate messages/information (✓) that will educate people and generate awareness (✓) about environmental and occupational determinants of lung cancer. (✓)
- Collective efforts to support cancer campaigns (✓) will create better conditions (✓) that will facilitate behavioural modification (✓) to prevent lung cancer. (✓)
- Physical exercise (✓) boosts blood flow to the brain, (✓) thus increasing the supply of oxygen and nutrients to the brain (✓) which will help keeping cancer in remission. (✓) and strengthen lungs to work efficiently. (✓)
- A healthy diet (✓) with lots of fruits and vegetables (✓), non-starchy vegetables and whole fruit, including those high in vitamin C (✓) may also help reduce your risk of lung cancer. (✓) probably lowers risk of lung cancer (✓).

- Regular physical exercise (✓) and will help to thrive through fitness and social connection (✓) as one will receive loving support (✓) which will then optimize people's health and lives strong. (✓)
- Exercise also reduces inflammation (✓) and strengthens your immune system, (✓) which will then strengthen your lungs and helps them work more efficiently (✓) both of which may help protect you from lung cancer. (✓)
- Physical exercise will reduce body weight/ obesity (✓) which has been linked with cancer risk. (✓) It helps regulate your hormones (✓) because increased levels of some hormones can increase your cancer risk (✓). It supports healthy digestion and may reduce the number of toxins in your body. (✓)
- A healthy diet should also be low in saturated fat, trans fat, cholesterol, sodium and added sugars. (✓) because eating too many foods that include high amounts of these can increase your risk for lung cancer (✓) as they decrease cell efficiency and resiliency lung cells (✓).
- Avoid eating processed meats, (✓) such as bacon, sausage or deli meats, (✓) are also linked to an increased risk of lung cancer (✓) because of the chemicals used in their processing. (✓)
- Any TWO of the above responses for FOUR marks each. (2 x 4) (8)

**[20]**

**QUESTION 6****NOTE TO THE TEACHER:**

- In this question, candidates' answers must be written in full sentences as far as possible. Hence, within the 4-mark question, candidates could and should be awarded 4, 3, 2 and 1 or a 0 (zero) depending on the level of answers given.

State FOUR core elements of a job contract.

**Marks should be awarded as follows:**

ONE mark (✓) for each response.

Core elements of a job contract include:

- Job title (✓)
- Job description that includes roles and responsibilities. (✓)
- Terms of employment. (✓)
- Compensation and benefits (✓)
- Leaves that include time offs, sick leave and vacation (✓)
- Working hours (✓)
- Terms of termination of employment (✓)
- Any FOUR of the above responses for ONE mark each. (4 x 1) (4)

Analyse why it is necessary for all workers to follow the required ethical behaviour in the work place.

**Marks should be awarded as follows:**

FOUR marks (✓✓✓✓) for each well explained responses.

**NOTE TO THE TEACHER:**

- To be awarded the full FOUR marks, candidates must give a statement, (✓) elaborate on the statement, (✓) qualify it (✓) and give an outcome. (✓)

If all workers would...

- commit to always function efficiently (✓) it may lessen any possible frustration among co-workers (✓) which may create a sense of a joined work force (✓) and this may enable everyone to complete their work within the required time limits. (✓)
- take pride in their work (✓) they would do their work with the necessary enthusiasm (✓) thereby ensuring outstanding service delivery at all times (✓) and this may strengthen the integrity of every worker in the company. (✓).

- honour the responsibilities assigned to them, (✓) then each one would also accept accountability for their own failures/successes (✓) which may prevent any possible hostility among workers (✓) and this may enhance good working relationships in the workplace. (✓).
- aim to be professional at all times (✓) everyone could be encouraged to strictly follow this conduct (✓) which may help all workers to maintain the same working standards (✓) thereby ensuring that the principles of the company are upheld. (✓)
- treat each other with respect under all circumstances (✓) it could inspire a positive change to the manner in which they engage with one another (✓) which may foster an attitude of mindfulness (✓) and this may secure an emotionally safe working environment for everyone. (✓).
- show integrity in all that they do (✓) they may refrain from engaging in dishonest practices (✓) which may prevent fraud/corruption in the workplace (✓) and this may ensure that everyone would strive to maintain high morals in the work place. (✓)
- do their work with diligence (✓) they would strive to continually perform at their level best (✓) which may greatly improve the overall productivity in the work place (✓) and this may assist in achieving the common goal of the company. (✓)
- Any TWO of the above responses for FOUR marks each. (2 x 4) (8)

**Critically discuss how the job contract can protect employees in the work place.**

**Marks should be awarded as follows:**

FOUR marks (✓✓✓✓) for each well explained responses.

**NOTE TO THE TEACHER:**

- To be awarded the full FOUR marks, candidates must give a statement, (✓) elaborate on the statement, (✓) qualify it (✓) and give an outcome. (✓)

Job contract:

- clearly defines all the expectations of the new employment relationship (✓) as it does not only provide employees with a written, legal agreement detailing their salary, benefits and other relevant workplace policies, (✓) but contracts also usually list all the duties your employer expects them to complete (✓) to avoid uncertainties, misinterpretations and exploitation. (✓)
- provide guaranteed term of employment (✓) because contracts often specify the employment terms' exact duration, (✓) therefore employees often have a good idea of how long their position is guaranteed (✓) as long as they meet your role's expectations (✓) and this type of stability can help the employees to better plan for their future and focus on doing excellent work. (✓)

- provide increased job security (✓) meaning that the employer has to adhere to the employment contract's terms when deciding to end the employment (✓) as the contract will give an opportunity for an employee to correct a problem after they have been given notice, (✓) but before your employment terminated (✓) in that way the employees are being protected from wrongful termination. (✓)
- legally bind both the employer and employee to the terms of the contract, (✓) and it cannot be changed without renegotiating the terms, (✓) therefore when the employer later decides they need to change the terms, (✓) the employee can choose not to agree to the new terms when renegotiating if they do not suit her/him. (✓)
- indicates an employee's role in the organization and provides a full description of the duties (✓), indicating where work will be conducted and how long the shifts will be (✓) which will protect employees from being asked to do other people's work (✓) thus preventing exploitation. (✓)
- determines how much an employee will be paid based on specific calculations (✓) and indicates whether work rendered beyond hours will be compensated through overtime pay (✓) or whether night premiums will be provided (✓) It also discusses the employer's preferred mode of compensation, whether through monthly salary or commission (✓) thus protecting employees to work without being compensated. (✓)
- Any TWO of the above responses for FOUR marks each. (2 x 4) (8)

**[20]****TOTAL SECTION C: 40****GRAND TOTAL: 100**