



**ETHICS & PROFESSIONALISM**

(540)

**REGIONAL 2022**

**FINAL**

 **Presentation Points \_\_\_\_\_\_\_\_\_\_ (140 points)**

 **Specification Points \_\_\_\_\_\_\_\_\_\_ (20 points)**

 **TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (160 points)**

**Preparation Time: 20 minutes**

**GENERAL GUIDELINES:**

***Failure to adhere to any of the following rules will result in disqualification:***

1. Contestant must hand in this test booklet and all printouts if any.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

**DESCRIPTION:**

Explore the application of ethical frameworks to various aspects used in business today.

**Regional FINAL Scenario KEY:**

Trish, a new Network Administrator with the Management Information Systems Department of Digital Solutions, clocked in five (5) minutes late for work this morning. While clocking in late will not result in Trish being fired, or written up, it does mean that she is no longer eligible for the company perfect attendance bonus incentive. Trish is devastated as she was counting on this bonus to pay for her son’s recent medical bills. She is also very frustrated as she actually arrived to work ten minutes early but was unable to clock in before her supervisor swept her into an unexpected Zoom meeting with the corporate office. As a Network Administrator, Trish has both the access rights and capability to edit company attendance records.

* If Trish decides to change her attendance records, what company ethics (if any) would be violated?
* What other courses of action could Trish consider?
* How will Trish’s actions affect her career options moving forward?
* Will her decision affect the company and/or other employees?

**A contestant will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

**Contestants who do not submit an entry that follows this topic will be disqualified.**

**Answers will vary, but may include the following from the *Ethics and Professionalism Resources Manual*:**

* Being punctual is a very important aspect of professionalism.
* In a professional setting, people should always abide by the time and schedule prescribed by the organization.
* With good communication skills, you can convey your perspective even in the most uncomfortable of situations.
* Good business practice requires trust. Neither you nor your business can succeed with a reputation for untrustworthiness.
* Integrity is generally the term that is most associated with business ethics and is the foundation on which good commerce is built.
* Good business ethics requires that ethical behavior be practiced both internally as well as outside of the business.
* Acting in a fair, consistent, and honest manner while controlling emotions when things are not going your way, are all marks of a professional.
* Paying respect to co-workers, oneself and clients, being honest during any type of transaction, and taking responsibility for one's own actions is both ethical and professional.
* A true professional knows the importance and liability of maintaining confidential information within the context of every business and/or personal situation.