



**ETHICS & PROFESSIONALISM**

(540)

**REGIONAL 2022**

**PRELIMINARY**

**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 Preliminary Scenario KEY:**

Mary is an administrative assistant at Digital Solutions. While working late one Friday night, she notices that her boss has left his computer on. As she steps into his office to turn off his monitor for the weekend, she notices he has left his email open. Upon noticing her name in the subject line, she briefly scans the message on the screen and is surprised, and embarrassed, to see that it is about her. Specifically, the message to the Human Resources Department describes her work attire and personal hygiene in an unflattering light.

* What are Mary’s next steps?
* What, if any, company ethics violations are involved in this situation?
* Based on this scenario, is Mary working in a hostile work environment?

**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*:**

* Appropriate dress and grooming are common traits associated with professionalism.
* A dress code/standard can bring uniformity to the workplace and is not typically designed to make an employee comfortable, rather, the point is to make others feel comfortable.
* Maintaining one’s personal hygiene is essential to the professional workplace.
* Strong leaders exhibit appropriate professional communication skills.
* 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.
* Confidentiality is key to organizational risk management, plus, both personal and professional liability.
* Today’s employees are looking for a workplace that exhibits positive ethical and professional values.