



# ETHICS & PROFESSIONALISM (540)

—Post-secondary—

REGIONAL – 2018

**Judges: Please double check and verify all scores and answer keys!**

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*Workplace Skills Assessment Program* competition.



## Description

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

## Case Study

You work as a consultant for a large company and travel across the US regularly.

On this particular trip you travel to Tampa, Florida, with a colleague, Brian, who is your superior. Historically, you used a traditional taxi service to transport you between the airport and hotel. On this trip, however, Brian decides to use UBER instead because it is cheaper. At the end of the first day, while completing your expense report, Brian tells you to not report the expense of the UBER ride on your report. Brian says that he is going to claim the standard \$45 taxi-fare from the airport to the hotel, even though the UBER cost was only \$20 (\$25 with tip). Brian justifies his strategy by saying “it would cost \$45 if we took a taxi.”

Your company does not require receipts on expense reports for anything less than \$50, so there is no evidence that Brian will need to submit to support the \$45 expense reimbursement request.

- How do you respond to Brian’s behavior?
- How does the nature of your relationship with Brian impact your response?
- What can the company do to protect from this kind of expense report abuse?
- What can you do to protect yourself from being considered involved in this expense report cheating?
- What do you do when you get back to the home office if, after talking to Brian on the trip, Brian apologized and corrected his expense report immediately? Do you inform anyone? Why or why not?

### Critical Behaviors Desired:

*Honesty is a non-negotiable. The type of response to Brian may vary on your relationship, but the substance of response must be the same regardless. What Brian is doing is wrong. It is theft. To protect yourself, document, document, document. Keep a written (or typed) journal with dates and specifics. Consider sending an e-mail to your personal e-mail address with documentation. It is not imperative, in fact probably not ideal, to talk to anyone other than Brian about the situation until you return home from the trip and talk with HR. [Look for respondent to explain why it might not be ideal to talk to anyone other than Brian].*

### JUDGING PROCEDURE

- The contestants will be provided 20 minutes to develop the presentation.
- Notes will be made on the note cards provided by the event proctor.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Only the *Ethics & Professionalism Resources Manual*, along with three note cards for note taking, may be used in the preparation room.
- Cell phones may *not* be used in the preparation room.
- Contestants will be introduced by contestant number. **Contestants may continue to wear their name badges.**
- The contestants will speak before a panel of judges and a timekeeper.
- The presentation will be no less than five (5) minutes and no more than seven (7) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- The presentation will be stopped at seven (7) minutes; followed by judges’ questions not to exceed three (3) minutes.



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**ANSWER KEY**

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- Contestants should be dismissed upon completion of judges' questions.
- **There can be no ties in the top ten (10) contestants.** It is the responsibility of the judges to break any ties.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Give administrator all Judges' Rating Sheets, Judge Evaluation Sheets and contest materials.
- No audience is allowed in the contest room.

**Please double-check and verify all scores!**