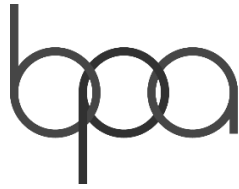


Contestant ID: _____

Time: _____

Rank: _____



**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential

HUMAN RESOURCE MANAGEMENT (535)

REGIONAL 2026

FINAL

Preparation Time: 20 minutes

GENERAL GUIDELINES

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.
4. **Copyright Compliance:** A contestant will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.
5. **Topic Adherence:** Contestants who do not submit an entry that follows this topic will be disqualified.

DESCRIPTION

Assess interpretation of personnel policies and knowledge of human resource management.

REGIONAL FINAL SCENARIO

Sarah, an employee in the Marketing Department at Digital Solutions (a medium-sized technology firm that develops and sells software, hardware, and services), has been using company-issued computers and email accounts to engage in personal business outside of working hours. Sarah has been managing a side business using company resources, including sending out marketing emails for her personal venture. Some employees have reported seeing Sarah engaged in these activities during office hours as well. Roger Meyer, her department manager, was unaware of the situation until recently and has now reached out for assistance. How should this issue be addressed, considering Digital Solutions' acceptable use of company resources and the company's expectations for professional behavior?

As the Human Resources Manager, how would you handle this situation? In your solution, include recommendations using your Human Resources Manual as a guide.