



# SPHR<sup>Q&As</sup>

The Professional in Human Resources (SPHR)

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**QUESTION 1**

As an HR Professional, you must recognize and be aware of several pieces of legislation that affect your performance as an HR Professional. The National Labor Relations Board identified five categories of unfair labor practices. Which one of the following is not one of the five categories of unfair labor practices?

- A. To interfere, restrain, or coerce employees in the exercise of their rights to engage in concerted or union activities or refrain from them.
- B. To refuse individuals to organize and meet for the potential labor union creation process.
- C. To dominate or interfere with the formation or administration of a labor organization.
- D. To discriminate against employees for engaging in concerted or union activities or refraining from them.

Correct Answer: B

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**QUESTION 2**

Management and human resource professionals must be aware of unlawful interference with union activities. One such method to remember what employers may do is called the TIPS approach. What does TIPS mean?

- A. TIPS refers to the four actions employers cannot legally do: terminate, instigate, police, and sever
- B. TIPS refers to the four actions employers cannot legally do: threaten, interrogate, promise, and spy
- C. TIPS refers to the four actions employers cannot legally do: threaten, investigate, police, and spy
- D. TIPS refers to the four actions employers cannot legally do: terminate, investigate, promise, and segregate

Correct Answer: B

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**QUESTION 3**

Which of the following is an example of a reference guide?

- A. An employee handbook
- B. An SOP
- C. A policy manual
- D. A troubleshooting manual

Correct Answer: D

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**QUESTION 4**

Which of the following is the enforcement agency for civil rights?



- A. Equal Employment Opportunity Commission (EEOC)
- B. Department of Labor (DOL)
- C. Wage and Hour Division
- D. Employment Standards Administration

Correct Answer: A

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#### QUESTION 5

Which of the following is another term for a profit and loss statement?

- A. Income statement
- B. Fiscal year summary
- C. Balance sheet
- D. Statement of cash flow

Correct Answer: A

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