



Supplier Diversity Program

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Privacy: GENERAL

1.0 Purpose

Common Collection Agency Inc. (CCA) is committed to providing fair opportunity to our suppliers. We believe increased diversity provides an improved reflection of our society and will enhance client relationships with a wider range of perspectives.

2.0 Scope

This procedure applies to all CCA's current and prospective suppliers.

Diverse suppliers are defined as follows:

*A Minority/Visible Minority Owned Business Enterprise (MBE) is defined as a business that is certified to be at least 51 percent owned, operated and controlled by one or more minority group members (e.g., Aboriginals, Visible Minorities, African Americans, Hispanic Americans, Asian-Pacific Americans, Sub-continent Asian-Americans, Native Americans).

*A Women Owned Business Enterprise (WBE) is defined as a business that is certified to be at least 51 percent owned, operated and controlled by one or more women.

3.0 Responsibility

President/Chief Executive Officer

- Approve suppliers
- Approve changes in spending budgets

President

- Represent CCA as our Diversity Executive Leader
- Review diversity spend reports

Quality Assurance Manager

- Administer the Supplier Diversity Program
- Track spending on diverse suppliers

4.0 Description of Activity

CCA is committed to actively pursuing new relationships and expanding on existing relationships with diverse suppliers.

Diversity characteristics will be requested for our existing suppliers as a part of our annual review process and during the RFP process for prospective suppliers. These characteristics will be factored into our selection process.

Our goal is to allocate 10% of our third-party service budget to diverse suppliers. Spending will be tracked and reviewed quarterly.



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Key Takeaways:

- Increasing supplier diversity offers a number of commercial and social benefits.
- More inclusive business procurement can increase economic opportunities and build a more resilient business ecosystem.
- Businesses with more diverse suppliers can benefit from better-quality products and services, lower costs and increased innovation.
- Effective supplier diversity programs require dedicated investment, resources, leadership, governance and goals.

5.0 Reference

FR-OP-10 Annual Vendor Review

6.0 Change Management Table

Review Date:		20250909	
Approved By:		Amit Chadha	
Position:		Manager, Business Intelligence/Quality Assurance	
Revision #	Revision Date	Description of changes	
01	20150410	Updated QA Manager	
02	20160526	Updated QA Manager	
03	20170714	Reviewed	
04	20180530	Reviewed	
05	20180704	Removed General Manager (GM) reference from policy as GM position is obsolete and no longer applicable at CCA and replaced it with President.	
06	20190705	Reviewed	
07	20200622	Reviewed	
08	20210628	Reviewed	
09	202408/22	Key Takeaways: <ul style="list-style-type: none"> ▪ Increasing supplier diversity offers a number of commercial and social benefits. ▪ More inclusive business procurement can increase economic opportunities and build a more resilient business ecosystem. ▪ Businesses with more diverse suppliers can benefit from better-quality products and services, lower costs and increased innovation. ▪ Effective supplier diversity programs require dedicated investment, resources, leadership, governance and goals. 	



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10	20250909	Annual Review
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