



Sustainable Product Policy

Document: PR-OP-26
Revision no. 08
Creation Date: 20250917
Privacy: General

1. Purpose

Common Collection Agency Inc. (CCA) recognizes that businesses can have a negative impact on the environment. We are committed, and enjoy, finding ways in which we can reduce the impact of our work both in the office and when work takes us away from the office.

2. Scope

Sustainable products are those products that provide environmental, social and economic benefits while protecting public health and environment over their whole life cycle, from the extraction of raw materials until the final disposal.

3. Responsibility

It is the responsibility of all CCA personnel to do their part as many of our actions will result in long-term savings including improved energy intensity and less waste production. CCA encourages their suppliers to participate in sustainable products and sustainable purchasing as it partners with our commitment to sustainability. Through the competitive bidding process, CCA can give increased weight to vendors that meet sustainability criteria and best management practices (BMPs).

Description of Activities

1. Recycle as much waste material as possible
2. Avoid the use of paper wherever possible. I.e., sending invoices and quotes via email as PDF files.
3. Recycling equipment that is no longer of use to the company. i.e. giving away items such as computers and printers that we no longer use.
4. Keep energy usage low. I.e., making use of low energy light bulbs throughout and ensuring that computers are shut down after work.
5. Reuse wastepaper (from the printer) where possible, making use of the blank side for notes etc.
6. Purchase products made with recycled paper. i.e., paper towels, printer paper
7. Purchase products with a lower environmental impact. i.e. environmentally safe soaps and detergents.
8. Avoid unnecessary travel by making use of instant messaging, video and audio conferencing, telephone and email.


4. Reference

5. Change Management Table



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Review Date:		20250917	
Approved By:		Amit Chadha	
Position:		Manager, Business Intelligence/Quality Assurance	
Revision #	Revision Date	Description of changes	
00	20170906	Creation date	
01	20180627	Reviewed	
02	20190627	Reviewed	
03	20200622	Reviewed	
04	20210629	Reviewed	
05	20221009	Annual Review completed.	
06	20230608	Annual Review, no changes made to document.	
07	20240822	Annual Review completed.	
08	20250917	Annual Review Complete	