

## WHO WE ARE

**Our Brands:** The Estée Lauder Companies Inc. is one of the world's leading manufacturers and marketers of quality skin care, makeup, fragrance and hair care products. The company's products are sold in approximately 150 countries and territories under brand names including: Estée Lauder, Aramis, Clinique, Prescriptives, Lab Series, Origins, Tommy Hilfiger, MAC, Kiton, La Mer, Bobbi Brown, Donna Karan New York, DKNY, Aveda, Jo Malone London, Bumble and bumble, Michael Kors, Darphin, Tom Ford, Smashbox, Ermenegildo Zegna, AERIN, Tory Burch, RODIN olio lusso, Le Labo, Editions de Parfums Frédéric Malle, GLAMGLOW, By Kilian, BECCA, and Too Faced. For fiscal 2019, net sales were \$14.86 billion and operating income was \$2.31 billion. (<http://www.elcompanies.com/our-brands>)

**Our Heritage:** Since Estée Lauder founded our Company in 1946 with four cosmetics products and unlimited dreams, we have grown virtually every year on the key principles she established: creativity, innovation and entrepreneurship. The Estée Lauder Companies are committed to building world-class brands by developing talented people. We champion a professional organization that emphasizes excellences at every level. Our people are our greatest asset and the success of our company is the result of the talent, passion, and vision of our creative and highly dedicated employees, who set a global standard for innovation, service and quality. The Canadian Supply Chain and Canadian Innovation Centre is at the core of that innovative spirit. (<http://www.elcompanies.com/who-we-are/the-lauder-family>)

**Our Culture & Values:** Our culture is often described as a rare mix of family values with a high-performing public company with a mission of "Bringing the best to everyone we touch and being the best in everything we do. This unique mix translates into a caring, collaborative and compassionate workplace that is also demanding – with a competitive spirit that is a powerful source of motivation. Above all else, there is a focus on long-term, sustainable growth which engenders loyalty and commitment from internal and external stakeholders. We are a values-driven organization. Our actions are rooted in the Lauder Family values of respect for the individual, uncompromising ethics and integrity, generosity of spirit and fearless persistence. Building on these core values we also abide by the following principles: <http://www.elcompanies.com/who-we-are/culture-and-values>.

To learn more about our unique corporate culture in Canada, please visit LinkedIn.

## Position Summary

This position is directly responsible for the Canadian Global Regulatory Affairs Department, having full responsibility to assure regulatory compliance and worldwide market entry for MAC, Smashbox, Aveda and Glamglow brands. Position is direct liaison with our LATAM distributor markets as well as responsible for supporting the corporate business (all brands manufactured and sold) in Canada. This position directs an 11 member staff, plus regular contract registration support, and is responsible for product registrations and multi-functional activities within Regulatory Affairs Canada including ILN (Ingredient Label) generation, regulatory reviews and Canadian Environmental Reporting. This position also serves as the Corporate Government Relations designate in Canada both at the local and federal level receiving support from NY Legal Government Relations.

## Key Roles & Responsibilities

- High degree of understanding the business, regulatory implications in gaining and maintaining uninterrupted domestic and foreign market access of our Branded products are critical. Thorough understanding of the operations within the Brands, company and R&D are requisite in communicating critical regulatory issues. Knowledge of our Canadian business and operations,

issues pertinent to our operations/business and the ELC Corporate policies, achievements and positions are essential when meeting and speaking with Canadian federal and provincial government officials.

- Must be able to effectively explain registration requirements/challenges to non-regulatory people within the Company/Brand executives. Represents ELC at external meetings, specifically the cosmetic trade association. As Governmental Relations designate communicates directly/meets with governmental officials at federal and provincial levels to promote ELC positions and business.
- Maintains, manages and directs all MAC, Smashbox, Glamglow and Aveda global product registration ( 43 + countries) in order to meet market registration requirements and brand launch timelines. Coordinates/oversees all the related brand launch/program calendars to ensure on time product registrations per market. Without pre-market approvals in many worldwide markets product entry is stopped and business outcomes/plans are not achieved. This process must take into considerations of the prescribed registration approval timeframes per country, availability of proper paperwork & product samples and routinely assess the process, provide Brand managers regulatory updates/challenges and recommends the appropriate course of action to achieve successful product approvals and uninterrupted market entry.
- Oversees & directs daily functions including: ILN generation, Regulatory Reviews, VCRP notification, DIN and NHP applications - Health Canada for all brand products developed and/or sold in Canada. These functions are mandated by global cosmetic regulations.
- Contributing expert advisor to the MAC, Smashbox, Aveda and Glamglow brands on regulatory implementation initiatives to meet business and Regulatory mandates. Foreign governments make changes to cosmetic regulations - prohibiting ingredients, changes in market/registration approval timelines and data requirements. Position must be knowledgeable about these regulatory changes, make impact assessments on business plans and provide Brand management with the appropriate direction to ensure compliance and market approvals.
- Actively participates in the Canadian CTFA (cosmetic trade association) on various committees including: CCTFA
- Foundation/LGFB Board, Drug/NHP, Advertising, Regulatory, Environment Committees and briefs ELC CCTFA Board member on Canadian issues before each scheduled Board meeting. Brings ELC points of view and influences CCTFA direction on regulatory, legislative issues. Serves as Canada representative to the PCPC Canada Task Force to highlight key issues that US companies doing business in Canada need to know.
- Serves as ELC Government Relations liaison in Canada representing ELC Canada's interests at all levels of government. Builds and maintains key government relationships at the Provincial and federal level through participation in industry association lobby days/ parliamentary receptions; extends visits and manages facility tours for MP's, MPP's and other government staff. Maintains ELC Canada statistics database for use when meeting government representatives to deliver our corporate messages/ impact in Canada and Ontario .Liaisons with NY Corporate PR Legal counsel to discuss positions - input and direction from Canadian POV provided - to prepare ELC positions and lobbying direction/efforts.