



**COSMETICS POLICY**

**1. Purpose of this Document**

The purpose of this document is to outline the policy for the composition of cosmetics.

**2. Cosmetics**

**2.1 Definitions**

This policy considers cosmetics divided into two broad product groups:

- Generally, but not always, “Leave-On” Products, characterized by higher levels of oils and waxes
- “Wash Off” Products characterized by higher levels of cleansing ingredients such as soap and surfactants.

Generally “Leave-On” products include but not limited to:

- Lotions, creams, butters, balms, cleansers
- Conditioners (body, hand, hair)
- Massage, body oils/shower oils
- Body/hand scrubs
- Face/body masks
- Hair removal products
- Color Cosmetics: lipsticks, lip gloss, face/eye make up

“Wash-Off” products include but not limited to

- Shampoos
- 2 in 1 Shampoo & Conditioners
- 2 in 1 Shampoo & Body Washes
- Bath/Shower Gels
- Shaving Creams
- Soaps
- Liquid Soaps
- Toothpaste

**3. Sourcing**

All ingredients for which FLO-approved standards exist must originate from Fairtrade Certified producer organizations. This also applies to Fairtrade Certified ingredients that have undergone physical or chemical modification.

**3.1 Minimum Content Rules**

**Minimum threshold** percentages shown in the table below are calculated on a whole formulation basis, not including packaging.

<b>Product Group</b>	<b>Minimum Threshold Percentage of Fairtrade Certified Ingredients as a Percentage of the Whole Formulation including water.</b>
Generally Leave-On	Not less than 5%
Wash-Off	Not less than 2%

### **3.2 Modified Ingredients**

For modified ingredients derived from Fairtrade Certified ingredients where the “input” weight is less than the “output” weight of the by-product used (such as a soap base or other surfactants), indicate the “equivalent weight” of the Fairtrade Certified ingredient used in the modified ingredient, rather than the % weight of the modified ingredient. The manufacturer of the modified ingredient must provide a validated conversion factor in order to make the calculation.

Floral waters do not contribute to the Fairtrade ingredient percentage regardless of their content.

### **3.3 Non-Fairtrade Ingredients**

If a non-Fairtrade ingredient in the formulation can be substituted with a similar Fairtrade Certified alternative without significant alteration to the finished product then Fairtrade America maintains a discretionary right to insist on the use of the Fairtrade Certified alternative. For example Fairtrade America may require palm oil to be replaced with Fairtrade olive oil.

### **3.4 New Product Standards**

For ingredients for which no standards exists when a product is launched, if subsequently Fairtrade International approves standards for any such ingredients, licensees must start sourcing these ingredients from Fairtrade Certified producer organizations as soon as possible, and have done so within two years after Fairtrade International first publishes the standards. This also applies to physical and chemical modifications to Fairtrade certified ingredients.

## **4. Product Application**

Cosmetics are subject to approval from Fairtrade America for each recipe. Submit recipes using Fairtrade America’s **Product Application form** for approval, to avoid delays on approvals for use of the Fairtrade Certified Mark on your packaging.