

Health, Safety & Wellbeing Policy

Effective date: 1 July 2026 | Version 1.0 | Policy owner: Justin Hoang, Founding Director

1. Purpose

Hummingbird™ META is committed to the physical safety and wellbeing of everyone involved in programme delivery — mentors, mentees, and participants — across all Pacific markets in which we operate.

2. Safe Meeting Practices

- Mentoring sessions and field visits take place in safe, agreed, and where possible public or semi-public locations — community halls, cooperative premises, or registered business sites — rather than private or isolated settings.
- Mentors travelling to remote locations (e.g. village visits) arrange transport in advance and share visit details and timing with Hummingbird™ META beforehand.
- Group session formats are preferred over one-on-one sessions in isolated locations, where practical.

3. Disclosure of Safety Concerns

Any mentor, mentee, or participant with a safety concern about a meeting location, individual, or travel arrangement can raise it — before, during, or after a session — via safeguarding@hummingbird-meta.com, without needing to justify the concern in detail. Sessions can be rescheduled or reformatted on request, no questions asked.

4. Responsibilities

Mentors are responsible for assessing the safety of a proposed meeting location before confirming it. Hummingbird™ META is responsible for responding to any disclosed concern within 2 business days and adjusting programme delivery accordingly.

5. Review

This policy is reviewed annually, and after any reported safety concern, by the Founding Director.