

Anti-Harassment & Safeguarding Policy

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

1. Purpose

Hummingbird™ META is committed to an environment — in person and online — that is free from harassment, violence, and exploitation for everyone connected to our work.

2. Zero-Tolerance Statement

Hummingbird™ META has zero tolerance for harassment, sexual harassment, bullying, violence, and exploitation of any kind, including abuse of power based on gender, age, or the economic dependency inherent in a mentoring relationship. This applies regardless of the seniority, tenure, or role of the person involved.

3. Who This Policy Applies To

- Justin Hoang, Founding Director
- Any future Hummingbird™ META employees
- Contractors and consultants engaged by Hummingbird™ META
- All Hummingbird Certified Mentors (HCMs)
- All programme participants and mentees enrolled in GSS+ or HCM activities

4. Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Unwelcome sexual advances, comments, or contact
- Physical or verbal intimidation, threats, or violence
- Abuse of the mentor–mentee power relationship for personal, financial, or sexual advantage
- Exploitation of a participant's economic vulnerability
- Retaliation against anyone who raises a concern in good faith

5. Reporting a Concern

Anyone who experiences or witnesses conduct that breaches this policy can report it confidentially to safeguarding@hummingbird-meta.com. This is a dedicated, monitored channel, separate from Hummingbird's general enquiries address. Reports are acknowledged within 2 business days.

6. What Happens Next

Every report is treated confidentially and taken seriously. Depending on findings, action may include a corrective conversation, suspension or termination of a mentor or contractor engagement, removal from the programme, or referral to relevant authorities. No one will be penalised for raising a concern in good faith.

7. Review

This policy is reviewed annually, and after any reported incident, by the Founding Director.q