Kerala Catholic Association of the UK Trust

21 Tilbury Road,
East Ham, London,
E6 6ED

Established: 1984

Company registration:
08010671
Charity registration:
1103811

Patron: Rt Rev Monsignor. Kevin Hale

Email:
kcauk.org@gmail.com
Website:
www.kcauk.org

President:
Edwin Thomas
Joint Secretaries:
Shajan Joseph, Terence Kabalias
Treasurer:
Sunil Pereira

Conflict of Interest Policy and Procedure	
Last review date	21 January 2026
Next review date	15 January 2028
Last updated by	Edwin Thomas

1. Introduction

Kerala Catholic Association of the UK (KCAUK) is a registered charity and company limited by guarantee. We are a volunteer-run organisation with no employees. All activities are planned and delivered by elected directors and volunteers.

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2. Purpose of this Policy

Kerala Catholic Association of the UK (KCAUK) is committed to ensuring that its decisions and activities are carried out in the best interests of the charity and its beneficiaries. This policy explains what conflicts of interest are, how they should be declared, and how they will be managed by the Board. This policy follows Charity Commission guidance and applies to all Directors and volunteers.

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3. What Is a Conflict of Interest?

A conflict of interest is any situation where a Director or volunteer's personal interests or their loyalty to another organisation could influence, or appear to influence, their decisions or actions on behalf of KCAUK.

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4. Who Must Follow This Policy?

This policy applies to all Board Directors/Trustees and all volunteers, including those organising or supporting events or activities on behalf of KCAUK.

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5. Duty to Declare Conflicts

All Directors and volunteers must act in KCAUK's best interests at all times, declare any potential conflict of interest immediately, and update the Register of Interests whenever their circumstances change.

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6. Register of Interests

KCAUK will maintain a Register of Interests including business interests, roles in other organisations, financial interests related to KCAUK's activities, and relevant family or personal relationships. The register will be reviewed annually.

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7. Procedure for Managing Conflicts

When a conflict is declared, the Board will acknowledge the conflict, record it, decide appropriate action, exclude affected individuals from decision-making if required, and record actions in the minutes.

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8. Conflicts Involving Volunteers

Volunteers must declare any conflicts. If a conflict affects a volunteer's role, duties may be reassigned or restricted.

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9. Gifts and Hospitality

Directors and volunteers must not accept gifts or benefits that could influence decisions. Gifts above £25 must be declared.

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10. Breaches of This Policy

Failure to declare a conflict may result in review, warnings, restricted duties, or reporting serious concerns to the Charity Commission.

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11. Review and Approval

This policy will be reviewed every two years or sooner if required by law or Charity Commission guidance, and approved by the Board.

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12. Adoption

Approved by the Board of Directors of Kerala Catholic Association of the UK
Date: ___08/02/2026____

Signed (Chair): ___*Edwin Thomas*___