

KARBI ANGLONG BAPTIST CONVENTION

Governance Policy Manual

CONFLICT OF INTEREST POLICY

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1. Purpose

The purpose of this Policy is to protect the integrity, transparency, impartiality, and Christian witness of the Karbi Anglong Baptist Convention (KABC) by ensuring that personal, family, financial, organizational, political, or other interests do not improperly influence decisions or actions undertaken on behalf of the Convention.

KABC believes that every person entrusted with leadership or responsibility should exercise faithful stewardship, placing the interests of the Convention above personal interests and conducting themselves in a manner worthy of public trust.

2. Scope

This Policy applies to:

- Members of the General Body;
 - Members of the Executive Committee;
 - Members of the Governing Body;
 - Office Bearers;
 - Employees;
 - Members of Boards, Committees, Councils, Task Forces and Working Groups constituted by the Convention;
 - Volunteers, consultants, advisers, and any other individual acting on behalf of the Convention where applicable.
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3. Guiding Principles

Every person serving the Convention shall uphold the following principles:

- **Integrity** – Acting honestly and ethically in every decision.
- **Stewardship** – Using Convention resources responsibly and only for approved purposes.
- **Transparency** – Declaring conflicts openly and promptly.
- **Accountability** – Accepting responsibility for decisions and actions.

- **Fairness** – Ensuring impartial treatment of all persons and member associations.
 - **Christian Witness** – Maintaining conduct consistent with Biblical values and the mission of the Convention.
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4. Definition of Conflict of Interest

A conflict of interest exists when an individual's personal interests, family relationships, financial interests, organizational affiliations, or other external commitments influence—or may reasonably appear to influence—the individual's ability to act objectively in the best interests of the Convention.

Conflicts may be:

4.1 Actual Conflict

Where a person's private interest directly conflicts with the interests of the Convention.

4.2 Potential Conflict

Where circumstances could reasonably develop into an actual conflict in the future.

4.3 Perceived Conflict

Where an independent observer could reasonably conclude that a person's judgement may be compromised, even if no improper conduct has occurred.

5. General Policy

The interests of any individual, family member, member association, committee, organization, or external body shall not conflict with the interests of the Karbi Anglong Baptist Convention.

Whenever such conflict exists or is reasonably perceived to exist, the interests of the Convention shall prevail.

6. Situations That May Give Rise to Conflict of Interest

The following situations are illustrative and not exhaustive.

6.1 Governance Representation

The Convention values broad representation from its constituent Member Associations.

As far as practicable:

- appointments to Boards, Committees, Councils, and Working Groups shall reflect balanced representation;
- close family members should not simultaneously occupy positions where one exercises direct authority, supervision, approval, or financial oversight over another;
- no committee should ordinarily consist predominantly of members of one family.

For the purposes of this Policy, **family** includes a spouse, parents, children, siblings, grandparents, grandchildren, uncles, aunts, nephews, nieces, cousins, parents-in-law, siblings-in-law, and any other close relatives where the relationship could reasonably create a conflict of interest.

6.2 Gifts and Hospitality

No Office Bearer, employee, committee member, or representative shall solicit, offer, or accept gifts, favours, hospitality, discounts, or any other benefit intended to influence—or reasonably perceived to influence—the decisions of the Convention.

Modest gifts of customary or ceremonial nature may be accepted where they do not compromise impartiality.

6.3 Travel and Reimbursements

Claims for travel expenses, daily allowances, accommodation, or reimbursements shall relate only to approved Convention activities.

No individual shall claim reimbursement from the Convention where the same expenses have already been paid or reimbursed by another organization, institution, or funding source.

6.4 Use of Convention Property

Convention property—including vehicles, buildings, office equipment, computers, printers, internet services, communication facilities, electricity, office supplies, and other assets—shall be used only for authorized Convention purposes unless specifically approved.

6.5 Political Activities

The Convention does not engage in electoral politics or political campaigning.

Individuals retain their rights as private citizens, provided that such activities:

- do not interfere with Convention responsibilities;
- do not imply endorsement by the Convention;
- do not utilize Convention resources;
- do not create conflicts with Convention duties.

6.6 Use of Position or Influence

No individual shall use his or her position within the Convention to obtain personal, financial, organizational, political, or family advantage.

6.7 External Commitments

Office Bearers and employees may participate in activities outside the Convention provided such participation:

- does not interfere with Convention responsibilities;
- does not create competing loyalties;
- is undertaken in a personal capacity unless officially authorized.

6.8 Procurement and Contracting

No person shall participate in procurement, purchasing, tender evaluation, contract approval, or payment decisions where that individual or an immediate family member has a financial or personal interest.

6.9 Employment of Relatives

Employment decisions shall be based on merit.

Where relatives are employed by the Convention, appropriate safeguards shall be maintained to prevent preferential treatment or conflicts arising from direct supervision or approval authority.

6.10 Confidential Information

Confidential information acquired through Convention service shall not be used for personal benefit or disclosed without authorization.

7. Disclosure of Interests

Every individual covered by this Policy shall disclose any actual, potential, or perceived conflict of interest:

- before participating in the relevant discussion or decision;
 - immediately when circumstances change;
 - annually where required by the Convention.
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8. Managing Conflicts

Where a conflict of interest exists, the appropriate authority may require one or more of the following:

- recording the disclosure in the meeting minutes;
- abstaining from discussion;
- abstaining from voting;
- withdrawing from the meeting while the matter is considered;
- transferring decision-making responsibility;
- implementing any other appropriate safeguards.

The response shall be proportionate to the nature and seriousness of the conflict.

9. Responsibilities

Every person covered by this Policy is responsible for:

- acting honestly and in good faith;
- identifying possible conflicts;

- making timely disclosure;
- cooperating with any management measures;
- protecting the interests and reputation of the Convention.

Office Bearers and committee chairpersons are responsible for ensuring that declared conflicts are appropriately recorded and managed.

10. Breach of Policy

Failure to comply with this Policy may result in appropriate administrative or disciplinary action in accordance with:

- the Constitution of the Convention;
 - the HR-001 ? Human Resources Policy;
 - applicable governance procedures;
 - or other relevant policies of the Convention.
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11. Related Documents

This Policy should be read together with:

- Constitution of the Karbi Anglong Baptist Convention
 - GP-001 — Code of Conduct
 - Finance Policy
 - Financial Procedures Manual
 - HR-001 ? Human Resources Policy
 - Procurement Procedures
 - Child Protection Policy
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12. Review and Amendment

This Policy shall be reviewed periodically and may be amended by the Executive Committee of the Karbi Anglong Baptist Convention.

13. Approval History

Original Approval

Approved by the Executive Committee at its meeting held at the KABC Conference Hall on **28 February 2022**, vide **Resolution No. 1(a)**.

Current Version

Version 2.0 prepared for review and approval by the Executive Committee.

Schedule A

Conflict of Interest Disclosure Declaration

Every Office Bearer, Executive Committee Member, Governing Body Member, Employee, and Committee Member shall disclose any actual, potential, or perceived conflict of interest by declaring:

- Financial interests relevant to Convention decisions.
- Ownership or management of businesses dealing with the Convention.
- Immediate family employed by or seeking contracts with the Convention.
- Membership on external Boards or organizations that may create competing interests.
- Political positions that may reasonably affect Convention responsibilities.
- Any other circumstance that could reasonably influence impartial decision-making.

The declaration shall be updated whenever circumstances change and may be renewed annually where required.