



*Caring Lotus Pty Ltd
Suite 9 (level 1)
75-79 Watton Street
Werribee, VIC 3030*

1 July 2024

Caring Lotus – Wishkeeper Staff Policy

Purpose

As we continue to grow at **Caring Lotus**, we are always reminded that, no matter who you are, everyone is entitled to be heard, respected and understood.

For our valued staff, we are thrilled to announce our partnership with innovative Australian based tech company Wishkeeper.

Wishkeeper, is a service revolutionising the way Australians consolidate the 'here & now' and pro-actively prepare for the future. With this beautifully designed online tool you can manage vital documents, preserve memories, and communicate personal wishes. Wishkeeper enables personal preparedness for the future like nothing we've seen before. More so, through WishkeeperCONNECT, we're taking our commitment to your security and privacy to the next level.

What's in Store for You:

- **Your Own Personal Wishkeeper Account:** As a **Caring Lotus** staff member, you'll receive this ultimate 'Personal Organisation' tool at no cost. Securely consolidate your important documents, precious memories, and future planning while ensuring your personal wishes are documented and shared safely
- **Direct & Secure Communication:** With WishkeeperCONNECT, you'll also have a direct line to us to communicate and share files directly in a secure, encrypted environment

The Security You Deserve:

Both Wishkeeper and WishkeeperCONNECT employ unparalleled encryption methods to protect your data, ensuring your peace of mind.

The 24/7 Caring Disability Provider

Email: care@caringlotus.com.au | Phone (03) 7036 1516 | Website: www.caringlotus.com.au



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For our Staff

The Wishkeeper service is available for all new and existing staff of Caring Lotus who have completed a minimum of at least six months service. This service will be provided to all eligible staff at no charge and will remain at no charge to you while you remain in the employment of Caring Lotus.

After a full 12 months services, you are also able to offer a Wishkeeper account to another family member/loved one, with an additional third account after a further 12-month service. Should you choose to cease employment with Caring Lotus, you will still be able to continue to use and maintain access to the Wishkeeper service for a one-off fee of \$299.00 payable direct to Wishkeeper for each family member account.

As this service is also offered to Clients of Caring Lotus, Caring Lotus disability support staff are prohibited from assisting Clients in setting up their Wishkeeper account and/or offering to be Ambassadors for our clients. If a Client needs assistance in setting up their Wishkeeper account, they can contact Caring Lotus at (03) 7036 1516, and we will be able to guide and assist them.

Caring Lotus is not affiliated with Wishkeeper and receives no commissions or fees for recommending or using this service. Caring Lotus also has no access to the information provided by staff and any information entered remains confidential.

While Caring Lotus recommends this service to all eligible Caring Lotus staff, the decision to access and use this service remains the choice of the individual staff member.

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