



Rev. March 2024

**GOLDEN STANDARD ENTERPRISES, INC**  
**INDEPENDENT CONTRACTOR AGREEMENT**



---

## Golden Standard's Core Values

**STRETCH:** This is a word describing the core of who we are at Golden Standard. We are a company that is driven to relentlessly stretch and grow in all areas. This means we are not okay with being mediocre or maintaining the status quo. We are not okay with being comfortable. In fact, our desire is to grow comfortable in the uncomfortable. As a company, we believe that whether that's growing as a person, growing in sales and revenue, growing internally with our processes and procedures, growing in our generosity, or growing in our perspective it's all about the Stretch. Stretching is often painful but is essential for growth. Both personally and professionally we desire to partner with individuals who share this value.

### Seek Personal Growth

In order to share this value, it's essential that you are both Honest with yourself and have the Humility it takes to be open to personal growth. Excellence is not about perfection, but a Willingness to learn and grow from every situation whether good or bad.

### Treat Others with Honor

It's not a coincidence the name of our company is Golden Standard because we believe very strongly in the Golden Rule. It's very important that we not only treat our customers, but also our staff with the utmost respect and honor. Knowing that relationships are at the heart of all we do we choose to partner with individuals who share this value.

### Empathy for Others

We are all familiar with sympathy, but empathy goes a little deeper. When we appreciate where people have come from, we can have grace for each other on bad days and start believing the best in one another.

### Thrive in the Uncomfortable

It's in the uncomfortable that the opportunity for growth is the greatest. Through adversity we are able to realize our full potential.

### Choose to Live About the Line

Are you a victim or a Victor? Instead of taking an approach of blaming others, making excuses, and complaining about a person or situation we Choose to take responsibility for our actions, value Accountability, and take ownership of our role. Sharing this value allows us to be more focused on others and less on ourselves. A selfless attitude helps those around you become better along with giving the individual a high sense of value, joy and purpose.



---

## Golden Standard Independent Contractor Agreement

THIS AGREEMENT, executed on this date \_\_\_\_\_, but agreed to be effective from and after the **1<sup>st</sup> of January, 2024**, by and between Golden Standard Enterprises, Inc. ("Golden Standard") and \_\_\_\_\_ (hereinafter referred to as "Contractor"). NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and agreements contained herein, Golden Standard hires Contractor, and Contractor agrees to work for Golden Standard under the terms and conditions hereby agreed upon by the parties:

### **SECTION 1 - WORK TO BE PERFORMED**

**1.1 Term.** The term of this Agreement shall be the calendar year, commencing on the date of signature through to the **31<sup>st</sup> day of December 2024**, with a renewal at the expiration of said term, unless either party gives notice of their intent not to renew the Agreement at least fourteen (14) days prior to the end of the current term. Such renewal may be negotiated under new terms and conditions as agreed to by the parties. Either party may terminate this Agreement by providing the other party written notification at least fourteen (14) days. Such notification shall not be required in cases where the Agreement is being terminated by one of the parties on account of a substantial breach by the other party in the performance of its duties as required herein.

**1.2 Duties.** Contractor agrees to perform janitorial services and provide all labor, cleaning supplies, equipment and materials required therefore for Golden Standard on the terms and conditions set forth in this agreement and agrees to devote all necessary time and attention (reasonable periods of illness accepted) to the performance of the duties specified in this Agreement. Contractor represents and warrants that Contractor is experienced in performing the work and services contemplated herein and, in light of such experience, the Contractor covenants that it shall provide the services in a proper and skillful manner and follow the highest professional standards in performing the work and services required hereunder. Contractor further agrees that in all such aspects of such work, Contractor shall perform work in accordance with the standards set forth in the Business Policies for Independent Contractors, herein. Contractor shall perform all work assigned under this Agreement faithfully, intelligently, to the best of his/her/their ability, and in the best interest of Golden Standard.



**1.3 Familiarity with Work.** By executing this Agreement, Contractor warrants that he/she has (a) thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, the Contractor warrants that the Contractor, has, or will, investigate the site and is or will be fully acquainted with the conditions there existing, prior to the commencement of services hereunder. Should the Contractor discover any latent or unknown conditions which will materially affect the performance of the services hereunder, the Contractor shall immediately inform Golden Standard of such fact and shall not proceed except at the Contractor's risk until instructions, either written or verbal, are received from Golden Standard.

**1.4 Additional Subcontractors.** No additional personnel or subcontractors to provide services on behalf of the Contractor shall be permitted unless Golden Standard provides its pre-approval based upon the need for background and security checks and other protections that Golden Standard determines necessary in its sole discretion.

## **SECTION 2 – CONFIDENTIALITY**

**2.1 Confidentiality.** Contractor acknowledges and agrees that all financial and accounting records, lists of property owned by Golden Standard, including amounts paid therefore, client and customer lists, and other data and information related to its business (hereinafter collectively "Confidential Information") are valuable assets of Golden Standard. Except for disclosures required to be made to advance the business of Golden Standard and information which is a matter of public record, Contractor shall not, during the term of this Agreement or after the termination of this Agreement, disclose any Confidential Information to any person or use any Confidential Information for the benefit of Contractor or any other person, except with the prior written consent of Golden Standard.

**2.2 Return of Documents.** Contractor acknowledges and agrees that all originals and copies of records, reports, documents, lists, plans, memoranda, notes and other documentation related to the business of Golden Standard or containing any confidential information shall be the sole and exclusive property of Golden Standard and shall be returned to Golden Standard upon the termination of this Agreement or upon the written request of Golden Standard.

**2.3 No Release.** Contractor agrees that the termination of this Agreement shall not release Contractor from any obligations under Section 2.1, or 2.2.



---

## **SECTION 3 – COMPENSATION**

**3.1 Pricing:** The pricing amount for all contracted monthly work, project work, and/or any extra work performed by Contractor shall be agreed on between Contractor and Golden Standard prior to start of work.

**3.1.a Vacant Cleaning Pricing:** A pricing structure is provided for all work related to cleaning vacant units and this pricing structure shall reflect the maximum payment due to the Contractor.

**3.2 Taxes.** Contractor shall pay and shall be solely responsible for all withholdings, Social Security, State unemployment and all other similar taxes for Contractor employees, agents or permitted subcontractors. In addition, Contractor shall pay all applicable sales or use taxes on labor provided and materials furnished or otherwise required by law in connection with the work, unless owner furnishes contractor with a resale certificate or exemption certificate.

**3.3 Workers Compensation.** Contractor is solely responsible for providing and maintaining their own Workers Compensation. Contractor is also responsible for providing proof of Workers Compensation coverage. (see Addendum B)

**3.4 Compensation Schedule.** All monies are paid on completed work, whereby Golden Standard has inspected the job and client has accepted the job. Contractor invoices are paid twice per month, within 5 business days after the 1<sup>st</sup> and 16<sup>th</sup> of each month, upon receipt of invoice.

**(i) Golden Standard's Remedies.** If work performed by Contractor pursuant to this Agreement is defective or incomplete, Golden Standard shall have the right to elect, at its sole discretion to: (1) notify Contractor, at which time Contractor shall promptly correct such work within four (4) business hours; or (2) retain a third party or undertake to perform those duties, and retain any sums otherwise due to the contractor under and purchase order or invoice.

**(ii) Last Compensation Check.** Upon termination of the Agreement, the last compensation check due the Contractor may be held for thirty (30) days after the last pay date, due to possibilities of back charges incurred which must be deducted from this last compensation check owed.



---

## **SECTION 4 – NON-SOLICITATION**

**4.1 Non-solicitation of Clients.** During the Restricted Period, Contractor agrees that Contractor shall not, in any manner, directly or indirectly, (i) engage in any marketing activity or solicitation, directed toward any Existing Customer of Golden Standard, that is designed to encourage or invite that Existing Customer to transact business with a person or an entity other than Golden Standard or its affiliates, or reduce or refrain from doing any business with Golden Standard or its affiliates, or in any way interfere with the relationship between any such Existing Customer, or (ii) take any action that would have a negative impact on the business of Golden Standard or its affiliates. If an existing Customer of Golden Standard approaches the Contractor to become a client of Contractor during the Restricted Period, the Contractor shall refrain from, directly or indirectly, conducting business with such Existing Customer and shall refrain from directing such Existing Customer to any person or entity other than Golden Standard. An "Existing Customer" is defined as any company or individual doing business with Golden Standard currently or within the past twenty-four (24) months.

**4.2 Non-solicitation of Employees.** During the Restricted Period, Contractor agrees that Contractor shall not, in any manner, directly or indirectly, solicit any person who is an employee of Golden Standard or any of its affiliates to apply for or accept employment or a business opportunity with any other person or entity.

**4.3 Non-disparagement.** Both Golden Standard and Contractor agree that from and after the date hereof, neither Golden Standard, nor Contractor, will, directly or indirectly, engage in any conduct or make any statement, whether oral, in print, through electronic communication or otherwise, which in any way, in form or substance, harms, disparages or otherwise casts an unfavorable light upon the other, or which would impair the goodwill, reputation or business of either party in the business community or the community as a whole.

**4.4 Remedies.** Contractor acknowledges that a violation on Contractor's part of Sections 2 or 4 would cause immeasurable and irreparable damage to Golden Standard. Contractor agrees that Golden Standard shall be entitled to injunctive relief without the requirement to post bond in any court of competent jurisdiction for any actual or threatened violation of any of the provisions of Sections 2 or 4, in addition to any other remedies it may have in equity or at law.



---

## **SECTION 5 – TERMINATION**

**5.1 Termination.** This Agreement may be terminated by Golden Standard immediately, in the sole discretion of the President of Golden Standard. Contractor may terminate this Agreement with fourteen (14) days written notice to Golden Standard. This Agreement also may be terminated at any time upon the mutual written agreement of Golden Standard and Contractor.

**5.2 Termination for cause.** Golden Standard may terminate this Agreement at any time “for cause,” the grounds for which are defined below. In the case of termination for cause, Golden Standard shall have no obligation to Contractor for compensation or any other form of benefit under this Agreement except for compensation earned prior to the effective date of the termination. In the case of termination for cause, Golden Standard must give actual notice to Contractor of termination for cause but may deliver said notice by any manner, rather orally or in writing. Golden Standard may make termination for cause effective immediately, as allowed by state and federal law.

**5.3 Grounds for “Cause” Termination.** Commission of any of the following acts by Contractor constitutes grounds for Golden Standard to terminate Contractor “for cause” under this paragraph.

1. Contractor commits a crime of moral turpitude such as an act of fraud or other crime involving dishonesty;
2. Contractor fails to perform his or her duties in a competent manner;
3. Contractor violates his or her duties of confidentiality under this Agreement;
4. Contractor commits any act or acts that harm Golden Standard’s reputation, standing or credibility within the communities it operates or with its customers or suppliers;
5. Contractor fails to perform the duties assigned to him or her for any reason.

**5.4 Death.** In the event Contractor dies during the term of this Agreement, this Agreement shall terminate, and Golden Standard shall pay to Contractor's estate any monies due for completed services, which would otherwise be payable to Contractor.



---

## **SECTION 6 - INDEPENDENT CONTRACTOR STATUS**

Contractor acknowledges that he/she is an independent contractor and is not an agent, partner, joint venture nor employee of Golden Standard. Contractor shall have no authority to bind or otherwise obligate Golden Standard in any manner, nor shall Contractor represent to anyone that it has a right to do so. However, because Contractor's work may be associated in the minds of the public with Golden Standard, the Contractor shall ensure that its employees, subcontractors and agents perform in an orderly, responsible and courteous manner. Contractor further agrees that in the event Golden Standard suffers any loss or damage, as a result of a violation of this provision, Contractor shall indemnify and hold harmless Golden Standard from any such loss or damage.

## **SECTION 7 – SAFETY**

**7.1 Contractor Responsibility for Safety.** Contractor shall, at its own expense, be solely responsible for protecting its employees, subcontractors, material suppliers and all other persons from risk of death, injury or bodily harm arising from or in any way related to the work or the site which it is been performed (the "Work Site") and ensuring full compliance with all government safety and OSHA rules and regulations.

**7.2 Safety Laws and Indemnity Agreement.** Contractor shall fully comply with all laws, orders, citations, rules, regulations, standards and statutes concerning occupational health and safety, accident prevention, safety equipment and practices, including but not limited to federal and OSHA regulations. Contractor shall immediately pay all fines or penalties assessed upon Contractor or Golden Standard relating to the work.

**7.3 No Alcohol or Drugs.** Contractor shall prohibit and prevent the presence or use of alcohol or drugs by its employees, permitted subcontractors or suppliers at a job location or performance of the work by any persons under the influence of alcohol or drugs.





---

## **SECTION 8 - MISCELLANEOUS PROVISIONS**

**8.1** The provisions of this Agreement shall be binding upon and inured to the benefit of the heirs, personal representatives, successors and assigns of the parties. Any provision hereof which imposes upon Contractor or Golden Standard an obligation after termination or expiration of this Agreement shall survive termination or expiration hereof and be binding upon Contractor or Golden Standard.

**8.2** In the event of a default under this Agreement, the defaulted party shall reimburse the non-defaulting party or parties for all costs and expenses reasonably incurred by the non-defaulting party or parties in connection with the default, including without limitation, attorney's fees. Additionally, in the event a suit or action is filed to enforce this Agreement or with respect to this Agreement, the prevailing party or parties shall be reimbursed by the other party for all costs and expenses incurred in connection with the suit or action, including without limitation, reasonable attorney's fees at the trial level and on appeal.

**8.3** No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether similar or not, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

**8.4** This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Ohio.

**8.5** This Agreement constitutes the entire agreement between the parties pertaining to its subject matter and it supersedes all prior contemporaneous agreements, representations and understandings of the parties. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all parties.

**8.6** At the conclusion of this Agreement, all printed material, uniform shirts or jackets, supplies or any items bearing Golden Standard name or logo, which belong to Golden Standard, or any development region of Golden Standard, must be returned to the human resource director. Failure to do so will result in a delay of the final check.

**8.7 ENTIRE AGREEMENT.** The within Agreement shall be construed in accordance with Ohio law and shall constitute the entire Agreement between the parties.



---

**8.8 ATTORNEY FEES:** Should Contractor breach this Agreement, Golden Standard shall be indemnified by Contractor for its reasonable attorneys' fees and out-of-pocket costs, which are in any way related to, or were precipitated by the breach of this Agreement.

**8.9 ADDITIONAL ACKNOWLEDGMENTS:** Both parties acknowledge and agree that: (a) the parties are executing this Agreement voluntarily and without any duress or undue influence; (b) the parties have carefully read this Agreement and have asked any questions needed to understand the terms, consequences, and binding effect of this Agreement and fully understand them; and (c) the parties have sought the advice of an attorney of their respective choice if so desired prior to signing this Agreement.

---

IN WITNESS WHEREOF, the parties hereto agree to the above terms and have caused this Agreement to be executed in their names by their duly authorized officers.

**CORPORATION: GOLDEN STANDARD ENTERPRISES, INC.**

By G.S.E.

Date: 1/01/2024

Print Name: Keith M Tousley

Title: Owner / President

---

CONTRACTOR:

(Name or Business Name, if applicable)

By: (sign) \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_



---

## **Business Policies for Independent Contractors**

### Responsibility for Schedule of Work

#### Contract Fulfillment:

- The Contractor is responsible for meeting the terms of the contract by providing the agreed-upon labor.
- A backup person's name and contact information must be provided by the Contractor for contingency planning.

#### Absence and Contract Completion:

- In case the primary laborer is absent, the Contractor must ensure contract completion.
- Golden Standard may provide labor or make arrangements if necessary, subject to standard rates and an additional 15% of the monthly contract value for management and administrative costs.
- Cases of policy abuse will be reviewed individually for eligibility.

#### Timely Labor Provision:

- Contractors commit to providing timely labor as per the contract terms.
- Operating windows guidelines will be provided.

### Subcontracting Contract Work

When a Contractor engages additional help, both the Contractor and the individual(s) must adhere to the following:

#### Background Check Requirements:

- Individuals must pass Golden Standard's background check.

#### Management Meeting:

- Individuals must meet with Golden Standard management before commencing work to assess proficiency, knowledge, and agreement on the job.

#### Contact Information:

- The Contractor is responsible for providing accurate and up-to-date contact information for the employed individual(s).

#### Contractor's Responsibility:

- The Contractor accepts complete responsibility for the account and the actions of the employed individual(s) on each contract site.

#### Site Inspection:

- If other individuals are present on a contracted site, the Contractor must conduct a daily site inspection to ensure work quality aligns with customer and Golden Standard management expectations.

#### Enforcement of Policies:

- Contractors must enforce Golden Standard policies with the employed individual(s), including training, wearing appropriate attire, professional conduct, and using the GSE Mobile app with Contractor's credentials.

### Professional Conduct

In your capacity as a representative of Golden Standard Enterprises, your primary obligation is to execute your duties



efficiently and productively. Adherence to reasonable standards of work performance and personal conduct is expected, encompassing compliance with company regulations, observance of safe working practices, and collaboration with management and colleagues.

Moreover, strict compliance with local laws during contract service is imperative. Non-compliance will lead to the annulment of all contracts and termination of the relationship with Golden Standard.

While fulfilling your responsibilities, Golden Standard requires its staff to maintain a professional demeanor, encompassing:

**Dress:**

- Attire must be in good condition, with a solid Navy Blue or Black shirt, and the Golden Standard badge must be visibly worn.
- Footwear is limited to full, closed-toe shoes; sandals or flip-flops are not permitted.
- Professional attire is mandatory; tank tops, halters, short-shorts, sweatpants, or leggings are not acceptable.

**Language:**

- Profanity, offensive, or derogatory language is strictly prohibited.

**Mobile Devices:**

- Exercise discretion when using personal mobile devices while on-site. Excessive usage may impact service quality.

**Holidays**

If a holiday coincides with the scheduled workday, the work must be completed as per the established terms with the customer. In the event the customer is closed or the Contractor can't access the property, rescheduling is necessary.

For residential property contracts, work completion on the designated day is mandatory unless otherwise specified by the customer. Any changes in schedules will be communicated by Golden Standard Management at least two weeks in advance.

All communication regarding the serviced contract should be directed through Golden Standard Management.

**Additional Facility Rules**

- Abide by each establishment's rules concerning CCW (Concealed Carry) policies.
- Do not disclose possession of facility keys.
- Exit doors should never be left unlocked or propped open.
- Keep secure offices closed and report any breakage or damage promptly to Golden Standard Management.
- Dispose of items only in designated areas; all garbage not in a trash receptacle must be clearly marked or placed in a pre-designated area.
- Do not open doors for unauthorized individuals; authorized parties will have keys.
- Avoid engaging in conversations with customers about duties beyond the defined scope; any requests for additional services must be communicated to the CSM or Golden Standard Management before completion of work.



---

## Technology Use and JM Mobile App

While on-site for contracted work, it is crucial to exercise discretion when using personal mobile devices (such as cell phones or music/video devices) for personal use. Excessive personal use of devices may compromise the completion and quality of service for the customer.

The Contractor is **required** to work in collaboration with Golden Standard through the JM (Janitorial Manager) mobile app on their mobile device for the following:

- Record on-site times daily when initiating contract work at each location.
- Record work completion times daily when finishing contract work at each location.
- Accept/decline work requests.
- Record or send text messages regarding any questions or concerns about a specific job or contract schedule via the mobile app upon completing work.
- Review all contract schedules and contact Golden Standard offices if any adjustments are needed according to the agreed contract.

### Prohibited Use of Customer Electronic Equipment

The use of any customers' electronic equipment, including computers, cell phones, tablets, or any other device considered the property of individuals or companies serviced by Golden Standard Enterprises, is strictly prohibited.

### Consequences of Violation

Should anyone affiliated with Golden Standard Enterprises use any customers' electronic devices under any circumstances, immediate termination will occur, and they may be prosecuted to the full extent of the law. This agreement pertains to the use of any device for personal or professional use without the expressed permission and supervision of Golden Standard Enterprises.

## Progressive Performance Policy for Contractors

At Golden Standard Enterprises, we value our partnerships and believe in maintaining clear communication and expectations. To provide transparency on how we approach performance actions, we have outlined our Progressive Performance Policy for contractors:

### 1. First Offense:

- A verbal warning will be issued for any of the following offenses:
  - Missed service without proper notification or resolution.
  - Quality issues affecting service delivery.
  - Improper usage of the Janitorial Manager App (JM Connect), including failure to clock in/out accurately or providing inaccurate information.
- The Client Success Manager (CSM) will review details with Operations and HR before proceeding, considering exceptions.

\*Please note that the above examples are not exhaustive and other actions not listed here may also warrant action.



## **2. Second Offense:**

- A written warning will be provided for a second occurrence of any offense listed in the First Offense category.
- Contractors are required to promptly acknowledge and confirm receipt of the written warning.

## **3. Third Offense:**

- The CSM, Operations, and HR will collectively decide on a final written warning or the termination of the partnership for a third occurrence of any offense listed in the First Offense category.
- In the event of termination, contractors must immediately return any keys/assets.

## **Termination of Partnership:**

- Immediate Termination may result from any of the following offenses:
  - Theft, harassment, threats, violence, or intentional damages.
  - Repeated negligence in fulfilling contractual obligations.
  - Engaging in unprofessional conduct that reflects negatively on GSE or its clients.
  - Initiating direct communication with client contacts regarding contractual matters without proper authorization.
  - Attempting to make up missed service days without prior authorization from GSE.
- CSM will review these cases with Operations and HR before proceeding with immediate termination.

\*Please note that the above examples are not exhaustive and other actions not listed here may also warrant immediate termination.

*Note: This policy is subject to periodic reviews and amendments as necessary. We encourage open communication, and contractors are welcome to discuss any concerns or seek clarification*

## **Payment Procedures for Independent Contractors**

In order to facilitate efficient payment processing, Golden Standard Enterprises has established the following payment procedures for Independent Contractors:

### **Direct Deposit Setup:**

- All Contractors must be enrolled in the direct deposit system.

### **Invoice Submission:**

- Utilize the Contractor Portal on gsecleaning.com to submit invoices.
- Contractor invoices are processed twice monthly, with payments disbursed within 5 business days after the invoice processing dates on the 1st and 16th of each month.

### **Additional Charges:**

- Any extra charges must receive prior approval from Golden Standard Management and the customer before they can be invoiced.

### **Incomplete or Substandard Work:**

- In cases of incomplete or substandard work, the Contractor will be responsible for the total loss of charges,



---

including payments to other subcontractors/staff required to rectify the issues.

**Termination of Service:**

- If a Contractor no longer provides services for an account, payment will be withheld until all keys and customer property are returned.

**Payment Processing Timeline:**

- Every effort will be made to process payments within five business banking days from the 1st and 16th.
- Payments will be held if a Contractor fails to provide up-to-date proof of Workers' Compensation within 30 days.
- There are two processing dates each month. Invoices must be submitted by 5 pm on the deadlines specified to ensure prompt payment. **Submissions after the 2nd processing deadline will be processed in the next invoicing period.**



---

## Online Invoice Submission Guidelines

When completing the online invoice submission form, please adhere to the following guidelines:

### Information Entry:

- Enter all relevant information in the designated sections based on the type of cleaning (Contract Cleaning, Vacant Cleaning, or Project Cleaning) conducted during the invoicing period.
- For Contract Cleaning, provide Days/Dates Cleaned only if you covered a specific day at a property or completed a portion of the days within the current invoicing period.

### Section Totals:

- Each section will automatically calculate totals based on the billed amounts entered for each line item.
- A cumulative total for all sections will be calculated and displayed at the bottom of the form.

### Form Submission:

- Upon submitting the form, you should receive a confirmation message. If the message is not received, please review the form and complete any required fields highlighted in red before resubmitting.

### Processing Deadline Schedule:

- For inclusion in the first processing date, submit your invoice by the end of the day on the 1st due date.
- Invoices received after the due date but by 5 pm on the 2nd processing date will be processed on the 2nd date.
- Invoices received after 5 pm on the 2nd processing date will be processed in the next billing cycle.
- Following processing, funds are typically deposited into the designated account within 24 hours, though this may vary by bank.
- Please note that the schedule has been adjusted for weekends and bank holidays in 2024, as payments cannot be processed when banks are closed.





## Ohio Bureau of Workers' Compensation

You are **not** an employee of Golden Standard Enterprises, Inc., so therefore you do not have Workers' Compensation coverage through Golden Standard Enterprises, Inc. All Golden Standard's customers require all staff and contractors to carry Workers' Compensation in order to do business. Therefore, you must carry Workers' Compensation every year in order to continue to maintain any contract you are awarded.

**Apply for coverage online at <https://www.bwc.ohio.gov/>**

- Click on the quick link **Apply for coverage**
- Choose **New/Start up business in Ohio**
- Complete the **Application for Ohio Workers' Compensation Coverage (U-3)**.
  - (\$120 minimum, non-refundable application fee)
  - If you need assistance, contact the BWC customer contact center, 7:30 AM to 5:30 PM, 1-800-OHIOBWC (1-800-644-6292)

**Cleveland Office**  
615 West Superior Ave. L-6  
Cleveland, OH 44113-1889

**Columbus Office:**  
30 W Spring Street  
Columbus, OH 43215

**Office Hours: 8 AM – 5 PM**  
(800) 644-6292

**Please provide a copy of your Workers' Compensation Certificate to Golden Standard Enterprises. If proof of Workers' Compensation is not provided within the first 30 days, all payments will be held until proof is provided.**

When you apply for coverage make sure you use either your name or your business name as the name of the business and not Golden Standard. The certificate needs to have your name on it, Ex: "John Doe" or "John's Cleaning". If you don't have a business name, use your name and check the box of sole proprietor.

If you want to show proof of Workers' Compensation without paying into it, you can claim \$0 for income and \$0 for employees and pay the minimum fee of \$120.00 per year. If you only pay the minimum and you are injured on the job, you will not be able to receive any compensation through Workers' Compensation, but you will be legal with the state and be approved to work on any jobsite with Golden Standard Enterprises.

**DID YOU KNOW:** [How to Cancel my Ohio Workers Compensation](#)

Ohio law requires employers to carry workers' compensation coverage for their employees up through the last date that an employee was employed. However, BWC will not cancel workers' compensation coverage until we receive written notification of the employer's desire to cancel the policy.



---

\*If you have any questions, regarding any policy, please contact Golden Standard Management.

**Agreement**

I \_\_\_\_\_ agree to, and fully understand, the above Independent Contractor policies. I understand that in order to work as a Contractor for Golden Standard Enterprises, I must follow all the above Contractor polices. I also will agree to train the following mentioned person as my back up in times that I may not be able to service any contract with Golden Standard Enterprises.

Backup Name \_\_\_\_\_

Backup Phone # \_\_\_\_\_

Backup Email address \_\_\_\_\_

**Signature**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_