

Contractor Public Interaction Guidelines

Date: [Insert Date]

To: [Contractor Name]

From: [Company Name]

Subject: Public Interaction Guidelines for [Project Name]

Dear [Contractor Name],

In order to ensure a smooth and professional interaction with the public during the course of the [Project Name], we have established the following guidelines that all contractors must adhere to:

1. Communication

- All public inquiries should be directed to the designated project liaison.
- Respond to public concerns promptly and courteously.

2. Conduct

- Maintain a professional demeanor at all times.
- Ensure that all team members represent the company positively and respectfully.

3. Safety

- Prioritize safety in all public interactions.
- Communicate safety procedures clearly to the public when necessary.

4. Reporting

- Document all public interactions and report any significant issues to the project manager.

Adhering to these guidelines will help us maintain a positive relationship with the community and promote the project's success. Please confirm receipt of this letter and acknowledge your understanding of these guidelines.

Best regards,

[Your Name]

[Your Position]

[Company Name]
[Contact Information]