

[Detailed guide: Publication scheme](#)

Who we are and what we do

You can find our contact information on our [home page](#)

Roles and responsibilities

- You can find out about our roles and responsibilities [here](#)
- Our [Board and Executive Team](#)
- Our [organisation chart](#)

What we spend and how we spend it

Costs

- Information on our expenditure is held within our Report and Financial Statements
[RWM Report and Financial Statements Year Ended 31 March 2017](#)
(PDF, 9.06MB, 26 pages)
- Spend data – invoices paid to contractors and expenses paid to staff are below
[RWM Transactions April to Sept 2017](#)
(MS Excel Spreadsheet, 37.6KB)
- Our pay scales and grading structure are here
[RWM Roles and Salary Ranges Apr17](#)
(PDF, 298KB, 3 pages)

Procurement and tendering procedures

RWM follows the procedures that have been developed by NDA. All suppliers of goods and services to the RWM should familiarise themselves with our Terms and Conditions.

- [General Terms and Condition of Contract for Suppliers or Contractors](#)
- [General Terms and Conditions of Contract – Purchase of Goods and Services](#)
- [Information security responsibilities for contractors handling official documents outside NDA premises](#)
- [Contractors working in non-NDA locations](#)

- [Cyber Essentials in the NDA](#)
- Details of our approach to procurement can be found [here](#)
- Lists of contract opportunities and awards with details of value are available via [Contracts Finder](#)

What our priorities are and how we are doing

RWM's priorities

- [Corporate Strategy 2015 -2018](#)
- [Health, Safety, Security, Safeguards, Environment and Quality Strategy](#)
- [Science and Technology Programme](#)
- [Science and Technology Plan](#)
- [Geological Disposal Facility Issues Register](#)

How RWM is doing

- Our Report and Financial Statements (Year Ended 31 March 2017)
[RWM Report and Financial Statements Year Ended 31 March 2017](#)
(PDF, 9.06MB, 26 pages)
- Our Disposability assessment customer feedback is [here](#)

How we make decisions

The minutes of the RWM Board can be found [here](#)

Our policies and procedures

Policies and procedures for the provision of services and conduct of business:

You can find the following below.

- Information Governance Policy
[RWM Information Governance Policy](#)
(PDF, 159KB, 3 pages)
- Health, Safety, Security, Environmental and Quality Policy
[RWM Health, Safety, Security, Environmental and Quality \(HSSEQ\) Policy](#)
(PDF, 738KB, 4 pages)

RWM has adopted NDA's

- [Intellectual Property Policy](#)

Policies and procedures for the recruitment and employment of staff:

RWM has adopted NDA's

- [Equal Opportunities, Harassment, Discrimination and Diversity Policy](#)
- [Anti-Fraud, Bribery and Corruption Policy](#)

You can find the following policies below:

- Health, Safety, Security and Environmental Policy and Quality Policy
[RWM Health, Safety, Security, Environmental and Quality \(HSSEQ\) Policy](#)
(PDF, 738KB, 4 pages)
- Travel and Expenses Policy
[RWM Travel and Expenses Policy](#)
(PDF, 137KB, 11 pages)
- Whistleblowing Policy
[RWM Whistleblowing Policy](#)
(PDF, 70.6KB, 3 pages)

Policies and procedures for customer service

You can find the following policies below:

- Complaints Handling Procedure
[RWM Customer Complaints Policy](#)
(PDF, 286KB, 5 pages)
- Processing Requests for Information Procedure
[RWM Processing requests for information](#)
(PDF, 901KB, 14 pages)
- Internal Review of Information Request Complaints Procedure
[RWM Internal Review of Information Request Complaints](#)
(PDF, 492KB, 10 pages)
- Whistleblowing Policy
[RWM Whistleblowing Policy](#)
(PDF, 70.6KB, 3 pages)

Policies and procedures for records management and personal data:

You can find the following policies below:

- Information Governance Policy
[RWM Information Governance Policy](#)
(PDF, 159KB, 3 pages)
- RWM Information Asset Register
[RWM Information Asset Register November 2017](#)
(PDF, 320KB, 6 pages)

Lists and registers

- [Register of gifts and hospitality](#)

The following can be found below:

- Register of Directors' interests
[Register of RWM Directors' Interests July 2017](#)
(PDF, 74.3KB, 2 pages)
- RWM Information Asset Register
[RWM Information Asset Register November 2017](#)
(PDF, 320KB, 6 pages)

Our Freedom Of Information request releases are below:

[20140009 EIR Response to Inventory Request](#)
(PDF, 462KB, 2 pages)

[20150017 FOI Email Response to Nirex and RWM Staff Query](#)
(PDF, 229KB, 1 page)

[20160022 FOIA Response on RWM Staff Salaries](#)
(PDF, 282KB, 1 page)

The services we offer

- You can find out about our work with radioactive waste producers [here](#)
- Our recent announcements can be found [here](#)