

## TRADE UNION:-

A trade union is an association of workers forming a legal unit usually called a bargaining unit which acts as bargaining agent and legal representative for a unit of employees in all matters of law the administrative of a collective agreement

They funds the formal organisation. The staff of the union represent in the workforce are made up of work place volunteers who are appointed by members in democratic elections.

They are formed for the purpose of securing improvement in pay benefit, working conditions, political status as a whole.



## GRIEVANCE PROCEDURE:-

STEPS are been formed for the grievance procedure rather the aspects there is a systematic form of grievance procedure as a whole :-

STEP I :- Understanding the options.

STEP II :- Raising a formal grievance

STEP III :- Responding to formal grievance.

STEP IV :- The grievance meeting

STEP V :- Deciding the outcome.

STEP VI :- After the procedure

These are the steps of which it is been followed for a proper and a regulatory systematic form of grievance procedure as a whole.



# MERITS

1- Necessary Feedback.

2- Well informed about the progress of work.

3- Difficulties faced in progress of work is analysed.

4- Reveals what employees think of organisation.

5- Provides constructive suggestions.

6- opportunity to express problems & grievances as a worker.

# DEMERITS

1- Employees hesitate to communicate.

2- Criticism is a weakness.

3- Interpreted as a sign of weakness.

4- More prone to distortion.

5- Depends upon attitude of top management.

6- Fights & conflicts are a big & huge problem as a whole.