**What is teleworking?**

Teleworking is where the employee has access to their employer’s work premise from their own home.(e.g. an office building).

**What IT is needed for teleworking to take place?**

Internet access is needed- (Modem)

Company website email or other form of email communication- (yahoo, google, msn)

VoIP systems could be used to increase communication. (Voice over Internet protocol)

Fax machines or scanners could possibly be used.

Companies website can use intranet systems to share secure information with the employees.

(Intranet is a private computer network using Internet protocol technology to securely share organizations information –refers to the network within an organization-)

Remote Data Access can also be used in order for employees to access the organizations files.

**Advantages for the business and the employee**

-Reduced commuting times, as people have to travel much shorter distances. Thus there is increased productivity for the business.

-Saves the worker and business money, as there is no need to pay for e.g. fuel, parking as well as the decreased need for premises space from which the employees work.

-Gives access to the job in otherwise geographically remote locations.

-Increased personalized physical comfort: lighting, temperature.

-Fewer interruptions for the worker so there is increased efficiency for the business.

**Disadvantages for the business and the employee**

-Monitoring performance can become tricky.

-There is less social interaction between colleagues. There are therefore possibly fewer promotional opportunities for the worker.

-There is a potential for distractions.

-There may be a clash between work and social life.