

Benefits for Employer

1. Better concentration: many interruptions to work flow are avoided → greater productivity.
2. No late starting because of travel difficulties which may cause:
 - A. Late or non-arrival of employee.
 - B. “Decompression” time productivity lost as employees recovers from difficult commutes.
3. Less time taken off due to illness:
 - A. Employees who are sufficiently unwell not to commute might be able to work from home.
 - B. Employees recovering from serious illness might be able to work during recuperative periods.
 - C. Because employees are more isolated, they are less likely to spread or contract contagious diseases such as flu, colds, viruses, etc.
 - D. Employees are generally in better health because of reduced stress and exposure to pollution.
 - E. Employees are less likely to be injured while commuting.
4. Less time taken off due to family crisis. Employees will have what would otherwise be commute time to deal with problems and still be available during any designated “core” work time.
5. Less productivity loss towards the end of the work day as employees mentally start to prepare to leave, clear their desks and decide what errands need to be done on the way home.
6. Reduced labor turnover because:
 - A. Flexible work arrangements make employees reluctant to leave employment - their modem connectivity and cell phones become a form of umbilical cord.
 - B. Flexible working is more appealing to well educated graduates, so they are less likely to switch jobs as freely.
 - C. Maternity and medical related incidents will result in less staff leaving employment because they can work almost right up to and much sooner after the event.
 - D. Employees can move further away without losing their jobs.
7. Facilitates recruiting because:
 - A. Flexible work arrangements are more appealing, especially to the educated younger generation, than having a 7:30 AM - 7:00 PM day (including commute time).
 - B. Employer can appeal to a large labor pool of disabled, service-wounded Vets, those with young families and retirees.
 - C. Employer can tap into a larger labor pool that is further away from city centers and also often have lower salary expectations.

8. Increased client contact because Teleworking/mobile work-related equipment frees staff from their desks so they can more easily get out to meet clients.
9. May be able to save having to offer “company cars” as an employee benefit.
10. May not need to grant public transport and parking subsidies as an employee benefit.
11. May be able to reduce or eliminate catering facilities/subsidies.
12. Can use Telework program to demonstrate good Sustainability Governance through Social Responsibility.

Benefits for Employees

1. Many interruptions to work flow are avoided (better concentration) → get more done.
2. Travel difficulties are avoided. These could be caused either by a breakdown of personal transport or traffic congestion delays en route to office. These could cause:
 - A. Loss of pay because of lateness or non-arrival.
 - B. Increased stress generated by a difficult commute.
3. Less time taken off due to illness.
 - A. If employee is too ill to commute, (s)he might still be well enough to work at home.
 - B. If employee is recuperating from illness, surgery or an accident, (s)he might be well enough to work at home.
 - C. Employee is less likely to contract contagious diseases such as flu, colds, viruses, etc.
 - D. Improved general health because of reduced stress and exposure to pollution.
4. Increased personal safety:
 - A. Reduced risk of commuting accident.
 - B. Less exposure to violence en route to and at the work place.
5. Ability to cope more easily with personal family matters. What was once commuting time is now available to make arrangements to cover school closings, minor family illnesses, and household repairs, services, etc.
6. Almost no “decompression” time needed once work day is over to recover from stress of commute - rest of household doesn’t need to have to wait while you “chill out”!
7. Will have more time to spend on improving personal skills / education thereby commanding better job security and increase earnings if productivity incentives available.
8. Lowers cost of living through:
 - A. Being able to live further out of town in cheaper housing areas.
 - B. Reduced commute costs because:

- i. Less vehicle fuel needed because less mileage driven.
 - ii. Changes to insurance policy because of less commuting.
 - iii. Less vehicle maintenance needed because less mileage driven.
 - iv. May be able to sell a vehicle, car pool or use more public transport.
- C. Less purchases of business clothing; would wear casual clothes more often.
- D. Lower dry cleaning costs; casual clothes are generally more washable at home.
- E. Lower personal grooming costs: less makeup, nail & hair dresser visits, etc.
9. Reduced child or elder care because drop-off and/or pick-up times can be adjusted to reduce care hours that need to be paid for.

Benefits to Society / Community

1. Less vehicles (cars, vans, buses) on roads results in:
- A. Reduced need to build new roads.
 - B. Reduced need to increase capacity of existing roads.
 - C. Reduced maintenance of existing roads because of less wear & tear on them.
 - D. Reduced toxic gas emissions: Carbon Footprint reduction.
2. Less need for other modes of transport resulting in:
- A. Reduced need to build new track / airports.
 - B. Reduced need to buy new rolling stock / larger aircraft.
 - C. Reduced maintenance of rights of way / runways.
 - D. Reduced toxic gas emissions.
3. #s 1. & 2. above could result in:
- A. Reduced need to increase taxes/tolls.
 - B. Possibility of reduced taxes or postponement of tax/toll increases.
 - C. Less societal discontent between commuters and “greens”.
 - D. Reduced vehicle fuel needs, therefore:
 - i. Fewer delivery trips of flammable liquids (greater safety on roads).
 - ii. Improved Balance of Trade because less need for imported oil.
 - iii. Less risk of spillage pollution.

Negatives for Employers

1. Concerns of management about:
 - A. Accessibility to employees - “Where are they when I need them?”
 - B. Loss of control - “If I can’t see them, I can’t control them.”
 - C. Reduced productivity - “Are my staff really working or watching TV?”
 - D. Security - “How do I know that my network, trade secrets and confidential information won’t be corrupted if my staff log on to the Internet?”
 - E. Work information flow - “If my staff are away from the office, how can I tell when a task is finished and so are free to start another task?”
 - F. Loss of client contact - “You can’t shake hands by e-mail.”
2. Teleworking employees can reduce productivity of office employees by asking them to find/read/copy/e-mail/fax needed files that are not on hand at home or at the alternative work location.

Negatives for Employees

1. Guilt that by being more productive than non-teleworkers may show them up. This might lead to resentment and/or unemployment.
2. May have to spend money (unexpected expenses) in order to:
 - A. Finish an area to create a Home Office.
 - B. Add or improve electrical circuits, lighting, and security/smoke/CO2 detectors.
 - C. Have extra phone line(s) installed.
 - D. Buy or rent high speed connectivity / computer equipment and/or software.
 - E. Buy extra insurance to cover computers, furniture, business visitors, etc.
 - F. Build separate entrance and walkway to Home Office.
 - G. Buy work related furniture.
 - H. Pay legal costs associated with local authority and Home Owner Assoc. permissions.
3. Will have to do own filing, copying, courier, mailing and other routine office functions.
4. Will lose subsidized food & beverages; will have to pay for them at home.
5. Loss of subsidized public transport will cost employees on the days that (s)he does have to attend meetings at the office.