

# Notice 2025 Board of Directors Election

Three seats on the Board of Directors will be up for election at the 2025 Olgoonik Corporation ("OC") Annual Meeting of Shareholders. The term for each seat is three years.

To be eligible for election to the Board of Directors, candidates must: be a shareholder of OC, at least 18 years of age or older; be either an original OC shareholder or a lineal descendant of an original OC shareholder; and not be serving as a director on another corporation organized under the Alaska Native Claims Settlement Act (ANCSA).

Shareholders interested in running for the Board of Directors to be elected at the 2025 Annual Meeting of Shareholders must complete and submit the following forms:

- A Statement of Interest Form
- A Candidate Disclosure Questionnaire

If you wish to run for the Board of Directors, please download these forms from the "Annual Meeting" page of the Shareholder Portal at <u>olgoonik.com</u>. If you are unable to download and print these forms, please contact the OC Wainwright or Anchorage office to make arrangements to pick up hard copies of the forms. <u>If you choose to mail in your forms</u>, <u>please note that OC is not responsible for any delivery delays</u>.

All completed forms must be returned to OC in one of the following ways:

- By Email <u>(recommended)</u>: <u>governance@olgoonik.com</u>
  High-quality screenshots of your completed forms will also be accepted via email.
- By Fax: 907-562-8751
- By Mail: Olgoonik Corporation, ATTN: Governance Department 3201 C Street, Suite 700, Anchorage, AK 99503

To be considered for inclusion on the Proxy Statement and Proxy which will be mailed to shareholders with the Notice of Annual Meeting, OC must receive completed Statements of Interest and Candidate Disclosure Questionnaires by the deadline of <a href="Friday">Friday</a>, February 14, 2025, at 5:00 p.m. AKST. OC will not consider candidates for inclusion in these materials if the Statement of Interest and Candidate Disclosure Questionnaire documents are not received by the deadline.

If you have submitted a Statement of Interest Form and Candidate Disclosure Questionnaire and have any questions about the status of those forms, please email <a href="mailto:governance@olgoonik.com">governance@olgoonik.com</a> or call OC at 907-763-2613 (Wainwright Office) or 907-562-8728 (Anchorage Office).

Quyanaqpak!

Jennie R. Bodfish Corporate Secretary



# **Board Candidate Statement of Interest**

I,, hereby state that I am applying to be
candidate for a seat on the Board of Directors of Olgoonik Corporation ("OC") to be elected at the 2025 Annual Meeting of Shareholders.
I am a qualified OC shareholder and am or will be at least 18 years of age at the time of election. I am an original OC shareholder or a lineal descendant (child, grandchild, of great-grandchild) of an original OC shareholder.
THIS STATEMENT MUST BE COMPLETED AND RETURNED TO THE OGOVERNANCE DEPARTMENT NO LATER THAN <u>FEBRUARY 14, 2025, AT 5:00 P.M. AKST.</u> This statement may be returned to OC in any of the following ways:
By Email (recommended): governance@olgoonik.com     High-quality screenshots of your completed forms will also be accepted via email.
• <b>By Fax</b> : 907-562-8751
By Mail:     (If you choose to mail in your forms, please note that OC is not responsible for any delays in the delivery of mail.)     Olgoonik Corporation     ATTN: Governance Department     3201 C Street, Suite 700     Anchorage, AK 99503
This Statement of Interest must be RECEIVED by OC by the deadline of 5:00 p.m
on Friday, February 14, 2025. OC will not consider candidates for inclusion in th Proxy Statement or Proxy if their Statement of Interest is not received by th
deadline.
PRINTED NAME OF CANDIDATE DATE
CANDIDATE SIGNATURE



# OLGOONIK CORPORATION Proxy Compliance and Code of Business Ethics Questionnaire

(FULL NA	ME) (please print)
I am (check	x all that apply)
` ;	a director on the Board of Directors of Olgoonik Corporation
;	a candidate running for the Board of Directors of Olgoonik Corporation
;	an officer of the following OC Company:
;	an applicant for a position with the following OC Company:

#### **GENERAL INFORMATION**

Each year, Olgoonik Corporation ("OC") distributes proxy material and solicits proxies in anticipation of its annual shareholders meeting. The solicitation of proxies is governed by state regulations that require disclosure of certain information about directors, candidates and officers of OC and its subsidiaries.

In addition, the OC Board of Directors has adopted a *Code of Business Ethics for Directors* (the "Code") that requires all officers and directors of every OC Company to annually make certain disclosures with respect to outside financial and personal interests, and to annually reaffirm the Code. A copy of the Code is attached as Exhibit A. Applicants for officer or director positions may also be requested to make disclosures required by the proxy regulations or Code prior to hiring or appointment.

The information requested is intended to ensure compliance with both state proxy regulations and the Code. The information you provide will be disclosed in the OC proxy statement as required to comply with the regulations and the Code. OC reserves the right, in its discretion, to request additional information it deems necessary in order to comply with the regulations or with the Code.

#### **INSTRUCTIONS**

<u>Current Directors and Officers</u>. Every current officer and director of an OC Company must annually file a completed questionnaire no later than the date established by the Board. (The "Nominating Petition" form does not pertain to Officers of an OC Company or directors not seeking another term on the Board.).

<u>Candidates for the OC Board</u>. Any person running for a seat on the OC Board, including current directors, who wants to be considered for inclusion in the proxy material to be distributed by OC for an upcoming meeting of shareholders must file a completed questionnaire and statement of interest no later than the date established by the Board.

<u>Applicants</u>. Any person seeking or being considered for appointment or hiring to a position as an officer or director of any OC Company must file a completed questionnaire no later than the date established by management.

<u>New Directors and Officers</u>. Unless a person filed a questionnaire prior to taking a position as an officer or director, a person taking a position as an officer or director of any OC Company must file a completed questionnaire no later than the thirtieth (30th) day after taking the position.

<u>Place of Filing</u>. All questionnaires must be filed with the Olgoonik Corporation at its headquarters in Wainwright, Alaska, Attention: Corporate Governance Department, fax number 907-763-2926 (Mailing Address: P.O. Box 29, Wainwright, Alaska 99782; Email Address: governance@olgoonik.com.

Completed questionnaires and nominating petitions received prior to the applicable deadline by fax will be considered timely only if the original-signature questionnaire and nominating petition is received within five (5) business days of the deadline.

The following definitions apply to terms used in this Questionnaire:

Associate: Any corporation or other entity, whether for profit or otherwise,

which you control, or of which you are an officer, director, owner of 5% or more, trustee or beneficiary or over which you otherwise

exercise control.

Beginning of the

Last Fiscal Year: January 1st of last year.

Board: Olgoonik Corporation Board of Directors.

Candidate: A person who intends to run for a seat on the Board, whether or

not such person is currently on the Board.

Code: The Code of Business Ethics for Directors, initially adopted by the

Board on June 10, 2008, as amended.

Director: Director means any person on the Board of OC.

Family Member: A spouse, parent, child, or sibling, by blood or adoption.

Name: When requested to provide the name of a person or organization,

please provide the full name (i.e., no acronyms).

OC Company: Olgoonik Corporation, and any subsidiary entity or joint venture of

which Olgoonik Corporation directly or indirectly owns more than 50%, or any entity the management of which is controlled directly or indirectly by Olgoonik Corporation, including entities listed on

Schedule I.

Officer: Officer means the chairman, vice-chairman, president, vice-

president, secretary, treasurer, chief executive officer, chief financial officer, chief operating officer, in-house attorney, executive director, general manager or other employee in charge of a principal business function or performing a similar policy-making function for any OC Company, including each position

listed on Schedule II.

# SECTION 1. BIOGRAPHICAL INFORMATION.

FULL NAME:
Identify any other names you have used in the past five years, e.g., maiden name:
DATE OF BIRTH (MM/DD/YY):
MAILING ADDRESS:
CITY, STATE & ZIP:
HOME PHONE:
HOME ADDRESS:
CITY, STATE & ZIP:
WORK PHONE:
CELL PHONE NUMBER:
TELEFAX NUMBER:
E-MAIL ADDRESS:
OCCUPATION OR LINE OF BUSINESS:
EMPLOYER'S NAME:
EMPLOYER'S MAILING ADDRESS:
CITY, STATE & ZIP:
DATE POSITION STARTED:
PLEASE CHECK ALL THE BOXES THAT APPLY: With respect to this questionnaire, I can be contacted at home by telephone, at home by mail,
at work by telephone, cell phone, at work by mail, by telefax, and by e-mail, other
Are you a citizen of the United States? No Yes
Are you an OC shareholder? No Yes

1.	Identify the full name of your employment) for the past five years:		ations (including self-
	Name of Employer	Position or Occupation	Dates of Employment
	In the past five years, have you Olgoonik Corporation, any non-pro- No Yes If yes, list name of o		corporation other than
	In the past five years, have you had No Yes If yes, list name of o	any other business experience granization, position, and dates	
2.	Are you or an Associate currently p traffic violation or other minor offer No Yes If yes, explain fully of court.		_

3.	In the past ten years, have you or an Associate been convicted or entered a plea of nolo contendere to any crime other than a traffic violation or other minor offense?  No Yes If yes, explain fully, and include the date, charge, name and location of court, and the penalty imposed.
4.	During the past ten years, have you or an Associate (a) filed any petition under bankruptcy, insolvency or receivership laws; (b) had any petition filed against you pursuant to such laws; or (c) had a receiver appointed with respect to the business or property of your or an Associate?  No Yes If yes, explain fully, and include the date, and the name and location of court.
5.	During the past ten years, have you or an Associate had any final judicial or administrative judgment, order or decree, not subsequently reversed or vacated, entered against you or an Associate which found that you or an Associate (i) engaged in unethical or illegal business practices; (ii) violated securities laws or regulations; or (iii) violated director or officer fiduciary duties?  No Yes If yes, explain fully, and include the date, and name and location of court or agency.
6.	During the past ten years, have you or an Associate been party to any lawsuits or legal proceedings in which you or your Associate had an interest adverse to any OC Company?  No Yes If yes, explain fully, and include the date, and the name and location of court.

7.	Identify all positions and of Company:	fices you currently hold a	nd previously held with any	OC
	Name of OC Company	Position	Dates	
			y	
8.	Identify all periods of service	as a director of Olgoonik C	orporation:	

# SECTION 2. OLGOONIK ASSOCIATIONS AND TRANSACTIONS.

Name	Relationship	Position & OC Compa
	y Member who was an officer or nning of the Last Fiscal Year:  Relationship	director of any OC Company  Position

3.	Since the Beginning of the Last Fiscal Year, have you or an Associate accepted gifts or gratuities valued singly or collectively at more than \$250 from any third party doing or seeking to do business with any OC Company?  No Yes If yes, explain fully:
4.	Since the Beginning of the Last Fiscal Year, have you or an Associate given or promised or agreed to give gifts or gratuities valued singly or collectively at more than \$250 to any third party doing business with any OC Company or with which any OC Company seeks to do business?  No Yes If yes, explain fully:

# SECTION 3. OUTSIDE ASSOCIATIONS AND TRANSACTIONS.

1.	Since the Beginning of the Last Fithe board, council or committee, or			mpany, were you on
	the board, council of committee, or	an officer of manager of	Yes	No
	Tribe, tribal organization or	tribal agency		<del></del>
	Alaska Native Corporation	1		
	(including subsidiaries ar	=		
	Non-profit State, federal or municipal a			
	Trust			
	Other corporation, business			
If yes	, complete the following as to each or	ganization:		
	Name of Organization	Position		Dates Held
2.	Since the Beginning of the Last Fis	cal Year were you.		
<b>4</b> .	Since the Beginning of the East 1 is	car rear, were you.	Yes	No
	self-employed			<del></del>
	a sole proprietor of any busi			
	an owner, operator or manag			
	the owner of 5% or more of	business	•	
	partnership, limited liab			
If yes	to any, complete the following:			
	Name of Business	Type or Line of	Busines	S
	-	_		

3.	Do you own any shares in any Alaska Native Villa Corporation? No Yes If yes, complete the following	
	Name of Corporation	Number of Shares Owned

# SECTION 4. COMPLIANCE WITH CODE OF BUSINESS ETHICS FOR DIRECTORS.

I attest to the truth of the following statements:

- 1. I have reviewed the Code of Business Ethics for Directors of Olgoonik Corporation;
- 2. I affirm the Code, accept its terms, and agree to comply with the Code;
- 3. I am unaware of any violation of the Code which has not been disclosed in accordance with the Code; and
- 4. The answers that I have set forth in Section 1, 2, and 3 are true, complete, and correct to the best of my knowledge, after reasonable inquiry.

I understand and agree that I may be contacted to provide additional information requested by OC with respect to matters addressed in this questionnaire, or as to which disclosure is required by law or by the Code.

DATED this	day of	, 20	_•
		Signa	ture

# SCHEDULE I – OLGOONIK CORPORATION ENTITIES

Olgoonik Corporation

Olgoonik Foundation

Olgoonik Settlement Trust

# **Government Operations**

Olgoonik Development, LLC

American Electric Company, LLC

Olgoonik Global Security, LLC

Olgoonik Solutions, LLC

Olgoonik Innovations, LLC

Olgoonik Global Technologies, LLC

Olgoonik Professional Solutions

Olgoonik Logistics, LLC

Olgoonik Federal, LLC

Olgoonik Technical Services, LLC

Olgoonik Management Services, LLC

Olgoonik Worldwide Services, LLC

OES, Inc.

Olgoonik Support Services, LLC

Olgoonik Universal Solutions

Olgoonik-Relyant JV

Olgoonik Specialty Contractors, LLC

Kuk Construction, LLC

Olgoonik Diversified Services, LLC

Olgoonik Enterprises, LLC

Olgoonik General, LLC

Olgoonik Prime

FPM Remediations, Inc.

FPM Group, Ltd.

FPM-CTI JV, LLC

Olgoonik-FPM JV

OlgoonikFPM-AECOM JV

Olgoonik FPM-AECOM II JV

# **Commercial Operations**

Olgoonik Holdings, LLC

Olgoonik Construction Services, LLC

Olgoonik Oilfield Services, LLC

Sivuti, LLC

# **SCHEDULE II - OC POSITIONS**

**Board Chair** 

Board Vice Chair

**Board President** 

**Board Vice President** 

**Board Secretary** 

**Board Treasurer** 

**Chief Executive Officer** 

**Chief Operating Officer** 

Chief Financial Officer

President, Olgoonik Development (OD)

President, Olgoonik Holdings

President, OD Construction Division

President, OD Logistics/Operations Division

President, OD Professional & Technical Services Division

President, OD Environmental/Engineering Division

President, OD Electrical Division

Vice President, Olgoonik Holdings

Vice President, OD Construction Division

Vice President, Corporate Administration & Government Relations

Vice President, Corporate Security & IT

Vice President, Proposals

Vice President, Human Resources

Vice President, Pricing & Financial Information

# OLGOONIK CORPPORATION CODE OF BUSINESS ETHICS FOR DIRECTORS

#### 1. Preamble

Olgoonik Corporation and its subsidiaries (Olgoonik) engage in profitable business activities that will enable the Corporation to provide training and employment opportunities for its shareholders while protecting the land and maintaining the Iñupiat culture, traditions and values. Among the values we share is a commitment to the highest ethical standards of conduct by the members of the Olgoonik Board of Directors (Board), corporate officers and employees. In recognition of this principle, the Board has adopted this code of ethics. Every Member of the Board (Director) is expected to maintain and to foster these standards and has an obligation to disclose any action which is believed to be inconsistent with the standards.

# 2. Duties of Loyalty and Due Care

#### a. Due Care

The law (AS 10.06.450(b)) requires Directors to perform their duties as members of the Board and members of committees in good faith, with sound business judgment and with the care, including reasonable inquiry, of an ordinarily prudent person. The Board and its committees take action as a body. Directors' duties are exercised as members of that body. Olgoonik's interests are served by full and open participation by all Directors in meetings. Directors shall conduct themselves professionally, with the highest standards of honesty, truth, accuracy, fairness and responsibility to Olgoonik and all its shareholders. Directors shall not knowingly disseminate false or misleading information, shall protect confidential information, and shall act promptly to correct erroneous communications for which they are responsible. Attached as Attachment A is a partial listing of certain requirements imposed by the Duty of Care.

#### b. Loyalty

Directors must be loyal and act at all times in the best interest of Olgoonik and its shareholders. Their loyalty must be to all shareholders, not just to one group of shareholders. Directors must put the corporate and shareholder good before their personal interest. Once the Board has acted, a Director may seek change through Board meetings but shall not publicly undermine public or shareholder confidence in the Board. A partial listing of requirements of the Duty of Loyalty is attached as Attachment B.

#### c. Corporate Business Opportunities

Except as prohibited elsewhere in this code, a Director may engage in business other than Olgoonik's business. However, a Director may not personally exploit a corporate business opportunity. A corporate business opportunity is 1) a business opportunity in Olgoonik's line of business, or proposed expansion or diversification, 2) which Olgoonik is financially able to undertake and 3) which may be of interest to Olgoonik. A Director who learns of such a business opportunity in any way should disclose that opportunity to Olgoonik and

determine if Olgoonik is interested in taking advantage of the opportunity. If Olgoonik is not interested in the opportunity, then and only then, can a Director or Directors personally take advantage of such an opportunity.

This restriction on personal exploitation of corporate business opportunities shall continue after a Director leaves the Board - no former Director may exploit for personal advantage corporate opportunities which he or she learned of as a Director.

#### d. Conflicts of Interest

Conflicts of interest may arise in numerous settings, including in connection with a Director's or Relative's outside associations and transactions with, for example, other Alaska Native corporations (including subsidiaries and joint ventures); tribes, tribal organizations, or tribal agencies; state, federal, or municipal agencies or bodies; non-profit organizations; trusts; and other corporations, businesses, or organizations.

There are many reasons a conflict of interest may arise. For example, conflicts may arise when a Director or Relative is employed by, has an ownership interest in, or serves as an officer or Director of an entity with which Olgoonik does business or with which Olgoonik is in competition. The conflict could arise because the Director has dual interests or cannot act impartially, or for other reasons.

# i. Policy and Procedure

Whenever a Director or Relative, directly or indirectly, has an interest that represents or appears to represent a conflict with the interests of Olgoonik, the Director shall:

- (1) promptly disclose in writing the interest to the Chair;
- (2) describe in writing all material facts concerning the matter known;
- (3) refrain from entering into the transaction or engaging in the conduct related to the matter prior to obtaining approval of, and except as authorized by, the Board;
- (4) refrain from voting on approval of the matter;
- (5) not participate in or be present for discussion of the matter by the Board, if requested by the Chair (subject to approval of the Board); and
- (6) agree to waive his or her right to receive or obtain corporate information related to the matter, to the extent determined by the Chair (subject to approval of the Board).

Notwithstanding the foregoing, disclosures required to be made by the Chair shall be made in writing to all Directors, and the Chair's authorities under clauses (5) and (6) shall be exercised by the Board.

All disclosures required under this code shall be reflected in the minutes of any and all Board meetings at which the disclosure is made or first considered. The minutes shall contain the Director's abstention from voting.

Whenever materials are distributed in advance of a meeting, the CEO and the Chair (or the Vice- Chair if the conflict involves the Chair) may determine whether any matter of business presents a potential conflict of interest for a Director. If the CEO and Chair cannot agree as between themselves, the Vice-Chair (or the Secretary if the conflict involves the Chair) shall make the determination. If it is determined that the matter presents a potential conflict of interest, the Chair shall inform the Director and the Director shall not be entitled to receive or obtain the meeting materials or other corporate information related to the matter prior to the meeting

# ii. Contracts or Other Transactions with Olgoonik

As provided in the Bylaws, a contract or other transaction between Olgoonik and a Director, or between Olgoonik and an entity in which a Director (or a Relative) has a personal or financial interest or in which there is or might appear to be a conflict by reason of the Director's or a Relative's role as an owner, officer, Director, or otherwise with the entity can be approved by the Board, provided that 1) the nature of the relationship is fully and completely disclosed to the Board, 2) the contract is approved by a majority of the Board without the participation of any Director who has such an interest and 3) the contract is just and reasonable for Olgoonik.

#### iii. Relatives

The term "Relative" as used in this Code means a member of the Director's immediate family and any other adult living in the same household as the Director.

#### iv. Gifts

No Director and no Relative shall solicit or accept gifts, entertainment, services, loans or other things of value ("Gifts") where these would or might appear to improperly influence the Director in the performance of his or her duties on behalf of Olgoonik. Nor should any Director give Gifts to others where these might appear designed to improperly influence others in their relations with Olgoonik.

Directors and Relatives may accept merchandise or advertising novelty gifts of nominal value, occasional meals and infrequent entertainment or social invitations if they are wholly in keeping with good business ethics and do not suggest an improper relationship. They should not be extravagant or excessive, nor result in any favored treatment for the donor or impose any sense of obligation upon the Director. This section is not intended to prevent Directors or Relatives from accepting appropriate gifts from other Relatives, arising from friendship or made in accordance with Native cultural traditions. Nor is it intended to prevent reasonable compensation for legitimate services actually provided. Acceptance of any Gift with a value of over \$200 from a single source which has or may be seeking business relations with Olgoonik shall be immediately disclosed pursuant to paragraph vi below. Any Gift or Gifts from a single source which total over \$500 in value and which have been given to a Director in his or her capacity as a Director may be required by the Board to be remitted to Olgoonik.

#### v. Loans

No Director shall obtain a loan or loan guarantee from Olgoonik except as provided by Alaska law, which requires a two-thirds vote of voting shares.

#### 3. Role of Directors

#### a. General

It is important to the growth and success of the Corporation that Directors play an active role on the Board. They should be familiar with the business of Olgoonik, participate fully in Board and committee meetings, and ask questions when appropriate. The Board of Directors' role is to set general policy and guidance to be implemented by the officers and management. Individual Directors do not have direct hiring or disciplinary authority over any employees of Olgoonik or its subsidiaries. The Board, as a group, has authority over corporate officers, including hiring authority over the President/CEO. Unless specifically authorized by a vote of the full Board of Directors, no Director shall make commitments, hire personnel or enter into contracts for goods or services on behalf of Olgoonik.

Directors shall avoid making or permitting use of the Corporation's name in ways which could imply endorsement by Olgoonik or which could embarrass Olgoonik or its shareholders.

#### b. Outside Activities

The Directors are leaders in the village and the community and are encouraged to participate actively in organizations which seek to advance the welfare of shareholders and their descendants when that involvement does not create a conflict of interest with their duties as a Director.

#### c. Personal Behavior

Olgoonik is best served by Directors who recognize that their conduct extends beyond the confines of the Boardroom and corporate offices. Even after work or while not on Olgoonik business, customers, shareholders and others see Directors as representatives of Olgoonik wherever they may be. By following the

highest standards of conduct in their business and personal lives, Directors contribute to the integrity and image of Olgoonik and thus advance the goals and objectives of all shareholders. When dealing with people as a Director or in other capacities, Directors should act in a manner consistent with this Code of Business Ethics and which reflects favorably upon Olgoonik.

#### 4. Personal Benefit

No Director shall use corporate property for personal benefit unless such use has been specifically authorized as a part of a compensation benefit or employment contract. Corporate property shall be used only to benefit Olgoonik's business interests and to achieve corporate goals and objectives.

In accordance with policies or procedures adopted from time to time by the Board, Directors may be reimbursed for the travel to attend Board and committee meetings and on other corporate business. It is improper to seek reimbursement for travel or other expenses which are not of significant benefit to Olgoonik.

# a. Hiring of Directors and Relatives

Olgoonik has no general prohibition against hiring Directors or Relatives of Directors, officers or employees. However, Directors must avoid attempting to influence personnel issues involving Relatives as defined above. Should personnel issues directly involving a Director or a Director's Relative, including issues of pay, benefits, disciplinary actions or the like, come before the Board, that Director should disclose that relationship and, unless otherwise directed by the other Board members, not participate in any Board action. "Directly involving" as used in the prior sentence does not mean issues applying to all or a large group of employees but is intended to apply where the action involves only the Director, his or her Relatives or a small group of employees including the Director or Relatives.

#### 5. Corporate Information

Directors will have access to private corporate information obtained or developed in the course of Olgoonik's business. This may include information concerning employees, customers, competitors, business opportunities, potential future plans, partners, proposed or current investments, revenue distributions, proposed or contemplated land exchanges or acquisitions, strategy concerning litigation or negotiations, mineral prospects or activities or other information. Such information must not be shared with others in whole or in part. All such private corporate information obtained by a Director shall be used only for legitimate corporate purposes. Such information shall not be used by the Director for any personal benefit or gain or to harm Olgoonik while the Director serves as Director or after he or she leaves office. Such information must not be shared with others in whole or in part. Such information shall be provided by any Director only to those who have a legitimate need for the information in the normal conduct of the business of the Corporation or as otherwise may be required by law.

The restriction on use of corporate information shall continue after a Director leaves office. No Director or former Director shall make any use of such information in a way which is contrary to this Code.

Directors should refrain from the purchase or sale of securities or other property where such purchase or sale is based on confidential information or special knowledge acquired in connection with the business of the Corporation.

#### 6. Political Contributions

No Director shall make, authorize or permit any unlawful contribution, expenditure or use of corporate funds or property for political purposes. Any contributions made by Olgoonik may be made only under the direction of the appropriate Board. Directors shall not be reimbursed by the Corporation for political contributions made as an individual.

#### 7. Discrimination/Harassment

Olgoonik is committed to human dignity, the protection of its employees and to the creation of a positive work environment. Consistent with any corporate policies regarding shareholder or native preference in hiring and promotion. No Director shall engage in any illegal discrimination against employees or Directors of Olgoonik for any reason, including on matters relating to race, color, religion, natural origin, sex, physical or mental disability, marital or family status or otherwise. No Director shall engage in harassment of other Directors or any employee of Olgoonik. "Harassment" shall include any unreasonable, repeated or inappropriate requests for verbal or physical conduct 1) where such conduct has the purpose or effect of unreasonably interfering with a person's work performance, or creating an intimidating, hostile or offensive working environment, 2) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or 3) submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting such individual.

#### 8. Self-Evaluation

The Board of Directors recognizes that ongoing evaluation of how the Board is functioning, how effective it is at setting corporate policies, goals and objectives and how it is working is valuable. Such an evaluation can help ensure that the Board is fulfilling its function of providing effective leadership, setting policy and monitoring the performance of management.

And such an evaluation can help make certain that the shareholders are being effectively represented by the Board. The factors the Directors may wish to consider during this evaluation are listed in Attachment C.

#### 9. Litigation

Particular problems arise when a Director, individually or as a Director or officer of another Corporation, participates in litigation against Olgoonik. While Olgoonik does not and could not take away the right of a Director to seek a judicial determination of legitimate good faith disputes against Olgoonik, a Director who participates in litigation against Olgoonik must be very careful to act in a way that is consistent with his or her duty of loyalty. Any such Director shall 1) not be permitted to participate or vote on any

matter relating to the litigation, 2) not make any use of private corporate information obtained in his capacity as a Director, and 3) not seek to enlarge the litigation beyond that which is necessary to obtain a determination of the dispute at issue. Where the litigation is likely to be prolonged, involves issues of importance to the Director or to Olgoonik, the Director, in consultation with the Director's own counsel, should consider whether it has become impossible to fulfill the duties of a Director to Olgoonik and consider resigning as a Director.

# 10. Drug, Alcohol and Tobacco Use

Olgoonik prohibits the use, possession, distribution or being under the influence of alcohol or illegal mind-altering drugs in the work environment. Directors shall abide by any restrictions on smoking which may exist or may be adopted in the future.

# 11. Compliance with Law

It is the policy of Olgoonik to comply with all laws governing its business operations. All Directors shall act in compliance with all laws and regulations and shall immediately report to the Chair of the Board (or Vice-Chair if the allegation involves the Chair) if they believe Olgoonik, any Director, officer or employee of Olgoonik is operating in violation of any law or regulation.

#### 12. Director Qualification

Olgoonik is best served by Directors who actively participate in the Corporation. Regular attendance at Board and committee meetings is essential to ensure that Directors remain informed about the affairs of the Corporation. The unexcused failure to attend three consecutive meetings of the Board or a committee (including meetings of subsidiaries) during a year shall constitute gross neglect of duty and shall be a basis to impose sanctions and seek removal of a Director from office. The Board may excuse an absence prior to, or at the time of the absence, or at the next scheduled meeting of the Board.

#### 13. Administration of Code

- a. Each Director shall, in connection with the preparation of the proxy material for each annual meeting of shareholders of Olgoonik, make appropriate disclosures as shall be required in a questionnaire approved by the Olgoonik Board. The questionnaire shall also request affirmation of this Code by each Director.
- b. Every person who becomes a Director who has not filed a disclosure questionnaire provided in paragraph (a) above for the current fiscal year, shall file such questionnaire no later than thirty (30) days after taking the position, provided however that Olgoonik may request such filing prior to making the appointment or election.
- c. Where circumstances change between the dates established for submission of completed questionnaires, disclosures shall be updated no later than ten (10) days after such change in circumstances.
- d. No fewer than ten (10) days before starting any new position with any for-profit, nonprofit, tribal or governmental organization, a Director shall file an updated questionnaire identifying and making disclosures with respect to such new

position. The requirements in this paragraph (d) are in addition to and separate from the disclosures required under paragraphs (a) through (c) of this section.

Each such completed form shall be reviewed by management who shall prepare a report, and recommendations if necessary, to the Chair of the Board regarding all disclosures. The report will make complete findings and recommendations concerning any potential conflicts of interest. The Chair shall refer the completed disclosure forms and the reports to the Board.

# 14. Disciplinary Procedures

A Director or former Director who is alleged to have violated the provisions of this Code is subject to the following disciplinary procedure:

- a. Any allegation of a violation of this Code shall be in writing and shall be signed by the person making the allegation. Such allegations shall be sent to the Chair of the Board unless the allegations involve the Chair in which case the allegation shall be sent to the Vice Chair of the Board.
- b. Upon receipt of the allegation, a copy will be sent to the charged Director and to the Chair of the Ethics Committee by certified mail return receipt requested.
- c. The charged Director shall respond in writing to the allegation within 10 business days.
- d. Within 21 days of receiving the Director's response, the Ethics Committee shall prepare a written determination of the allegation which will include findings regarding the validity of the allegation and, if indicated recommended sanctions. The determination shall be sent to the Director by certified mail return receipt requested.
- e. If the Director accepts the Ethics Committee's determination, the Ethics Committee shall implement its recommended sanctions, if any, and shall report the matter and outcome to the Board.
- f. If the Director does not provide written acceptance or rejection of the Ethics Committee's determination within 10 days of its presentation to the Director, acceptance shall be presumed.
- g. If the charged Director rejects the Ethics Committee's determination, the full Board shall consider the matter at its next regularly scheduled meeting. In considering the matter, the Board shall review the materials considered by the Ethics Committee as well as any supplementary material or other evidence the Director or the Ethics Committee or its staff may wish to provide. The Board shall issue a final written decision, incorporating any sanctions, within 10 days of the conclusion of the Board meeting. The charged Director shall not participate in deliberations of or votes on the charges by the Board or by the Ethics Committee if the charged Director is a member of that committee.

#### 15. Sanctions

#### a. Automatic Sanctions

If a Director fails 1) to provide the Corporation a written agreement to comply with the Code of Conduct, 2) to attend three consecutive meetings of the Board or any committee on which the Director serves, that Director shall be ineligible to receive any meeting fees, corporate benefits or compensation to which he or she is otherwise eligible as a Director during the period of such failure or in the case of the failure to attend three consecutive meetings for so long as is determined by the Board of Directors. Once the Director's failure has been cured, or in the case of the failure to attend three consecutive meetings, once the Board has reinstated fees, benefits and compensation, if any, the Director shall again become eligible for all forms of compensation to which he or she is eligible as a Director. However, the Director shall not be compensated for the period of ineligibility.

# b. Discretionary Sanctions

A Director who has found to have violated this Code of Conduct shall be subject to any or all of the following sanctions as determined by the disciplinary procedure set out above:

- i. Private reprimand by the Board
- ii. Public censure and disclosure of the violation and sanctions
- iii. Cessation of eligibility to receive meeting fees and/or mileage reimbursement
- iv. Cessation of corporate benefits or compensation, if any, being received by other Directors
- v. Cessation or withholding of support in subsequent elections to the Board
- vi. Request by the Board that the charged Director resign as a Director
- vii. To the extent permitted by law or bylaws, loss of indemnification by the Corporation
- viii. Commencement of lawsuit against the Director or former Director for injunctive relief or for damages caused by breach of this Code
- ix. Pursuit by the Corporation of the removal of the Director in accordance with applicable law, or as provided in the Bylaws

The Ethics Committee or Board shall establish the appropriate sanction and the duration of that sanction. The Board may select any sanction listed above, or others deemed appropriate, without regard to whether other lesser sanctions have been imposed or considered. In determining the sanctions the following factors, as well as others, may be considered: the seriousness of the infraction and the expected harm to the reputation or finances of the Corporation that has resulted, its likelihood of repetition, prior violations by the Director or others, whether the Director or his Relatives personally profited from the violation, the Director's willingness to disclose the conduct and his or her efforts to mitigate the harm cause by the violation.

# 16. Amendment

The above Code of Business Ethics for Directors was adopted by the Board of Directors of Olgoonik Corporation on June 10, 2008 and amended on March 21, 2019.

Verna & Parlyn
Secretary

ATTEST:

#### ATTACHMENT A

## The Duty of Care owed by a Director to the Corporation requires that a Director:

- Perform his or her duties in good faith, in what the Director believes is in the best interests of the company and with the care expected of a prudent person engaged in similar activities.
- Attend Board and committee meetings and work sessions regularly.
- Comply with all applicable laws and regulations and all corporate policies.
- Review and, if necessary, ask reasonable questions on important matters requiring Board action.
- ♦ Read all material distributed to the Board.
- Keep informed of work delegated to the committees of the Board and serve usefully when assigned to committees.
- Question information provided to the Board where the validity of the information is subject to doubt.
- ♦ Participate in Board and committee discussions and contribute usefully to the analysis of proposals which come before the Board or committees.
- Respect the boundaries between the Board's role in policy development and oversight and Management's role in the implementation of Board policy.
- ♦ Act in good faith in making decisions guided by honest and fair business judgment.

#### **ATTACHMENT B**

### The Duty of Loyalty to the Corporation requires that a Director:

- ♦ Never use his or her position on the Board, on a subsidiary Board or committee, or on a committee to make a personal profit.
- ♦ Disclose personal interest before Board or committee action on transactions involving real or apparent conflicts of interest or personal advantage in the transaction.
- ♦ Abstain from voting on actions where personal advantage is involved.
- ♦ Other than serving as an employee, officer or on the Board of an entity in which Olgoonik has a business interest, does not serve on the Board of, or act as an employee or officer of any business in competition with Olgoonik without making disclosures as required by this Code.
- See that conflicting interests are recognized and treated objectively.
- Be concerned that all shareholders are dealt with fairly.
- ♦ Inform the company of corporate business opportunities appropriate for the Corporation before pursuing them personally.
- Protect the confidentiality of information received.
- ♦ Does not use information gained while serving on the Board to personal advantage after leaving the Board.

#### ATTACHMENT C

### Issues to be Considered during Evaluation of Directors

### **Board Meetings**

- a. Do Directors attend Board and committee meetings?
- b. Do Directors arrive on time?
- c. Do Directors stick to agenda?
- d. Do Directors come prepared for the discussion of agenda items?
- e. Do Directors listen to other Directors and build on others' comments? the numbers?
- f. Do Directors view failure as education?

### **Decision Making**

- a. Do Directors complement ideas and not change the focus to meet their own needs?
- b. Do Directors keep an open mind, ask lots of questions, learn from prior decisions?
- c. Do Directors recognize their personal decision-making bias?
- d. When making a decision affecting others, do Directors share the reasoning behind the decision?
- e. Do Directors overcome fear of change and never burn bridges?

# **Management Evaluation**

- a. Do Directors establish and communicate performance standards for management?
- b. Do Directors regularly participate in evaluation of President/CEO and other management?
- c. Do Directors fairly evaluate performance based on those communicated performance standards?
- d. Do Director suggest changes/improvements which can improve performance?

#### **Monitoring Financial Performance**

- a. Do Directors understand the key financial statements?
  - i. Balance Sheet?
  - ii. Income Statement?
  - iii. Cash Flow Statement?
  - iv. Statement of Retained Earnings?
- b. Do Directors read the auditor's letter?
- c. Is the audit clean i.e. in conformance to generally accepted accounting standards (GAAP)?

# **Legal Obligations**

a. Do Directors generally support duty of care, duty of loyalty, follow Articles, Bylaws and Code of Business Ethics?

- b. Do Directors make certain Olgoonik complies with laws and regulations?
- c. Do Directors accept and meet the fiduciary responsibility of Directorship?

## **Training/Improvement**

- a. Do Directors expand knowledge by attending Board workshops, retreats, and training sessions?
- b. Do Directors request additional information when needed to make a good decision?
- c. Do Directors refer, rely upon and follow the strategic plan?
- d. Do Directors assess and work on team building?

# **Community Service**

- a. Are Directors involved in community service?
  - i. Involved in unpaid public service in their community, i.e., city councils, etc.?
  - ii. Involved in other policy organizations-profit and nonprofit consistent with duties to Olgoonik?

#### **Assessment**

- a. Do Directors, during appraisal of Directors performance maintain credibility, avoid personal attacks and remain professional?
- b. Do Directors foster and create teamwork culture and loyalty to company?
- c. Do Directors approach self-assessment process as an opportunity to improve performance?
- d. Do Directors focus on behaviors, not personalities or inference?
- e. Do Directors conclude with a clear understanding of what was discussed and what will change?