

RULES OF CONDUCT

Welcome to the Virtual Annual Meeting of Shareholders (the “Annual Meeting”) of Otter Tail Corporation (the “Company”). Our goal is to conduct a virtual meeting that approximates an in-person experience for our shareholders. Kindly observe the following Rules of Conduct:

1. Our Company’s Bylaws describe requirements for meetings of our shareholders, and the Annual Meeting will be conducted consistently with those requirements.
2. Because this is a meeting of our shareholders, only our shareholders are permitted to attend and to ask questions in connection with the Annual Meeting. You need to have held stock as of the close of business on the proxy record date of February 20, 2020 to vote or submit questions in connection with the Annual Meeting.
3. To vote prior to the closing of the polls during the day of the Annual Meeting, follow the instructions in the proxy materials (the proxy card, voter instruction form or notice) that were previously delivered to you. If you have voted your shares prior to the start of the Annual Meeting, there is no need to vote those shares during the Annual Meeting, but you may do so by casting your vote on the meeting web portal if you so choose.
4. We will strictly follow the Agenda as we conduct the meeting.
5. Following adjournment of the formal business of the Annual Meeting, the Company will address appropriate questions from shareholders regarding the Company. Such questions may be submitted in the field provided in the web portal during the Annual Meeting.
6. To allow us to answer questions from as many shareholders as possible, we will limit each shareholder to two questions. It will help us if questions are succinct and cover only one topic per question. The Q&A session will be limited to 30 minutes.
7. The Company does not intend to address any questions that are, among other things:
 - irrelevant to the business of the Company or to the business of the Annual Meeting;
 - related to material non-public information of the Company;
 - related to personal grievances;
 - derogatory references to individuals or that are otherwise in bad taste;
 - repetitious statements already made by another shareholder;
 - in furtherance of the shareholder’s personal or business interests; or
 - out of order or not otherwise suitable for the conduct of the Annual Meeting as determined by the Chair or Corporate Secretary in their reasonable judgment.

8. If you encounter any difficulties accessing the Annual Meeting during the registration or meeting time, please contact technical support at 866-605-8638.
9. If you have further questions that were not answered during the Annual Meeting, please feel free to reach out to our Investor Relations Department at 800-664-1259 or 218-739-8479. You can also contact us by emailing sharesvc@ottertail.com.
10. Recording of the Annual Meeting is prohibited. An audio archive of the Annual Meeting, including the Q&A session, will be available at www.ottertail.com within a few days after adjournment of the meeting.

Thank you for your cooperation and for joining the Company at the Annual Meeting.